

## Adding a New User

The first step is to contact Catherine ([cat@essentialstuff.org](mailto:cat@essentialstuff.org)), to create a new username and temporary password for you. Provide the following information (required):

- Username: Please note that the username cannot be changed. It can be your name, a nickname or something personal. It is case sensitive, so pay attention to caps and lower case. You will use this Username every time you log in, such as to author a post.
- First Name
- Last Name
- Nickname
- valid email address

I will create a user with this information, assign you a temporary password, and will send this to you in email, using the email address you provided.

Then you need to log in using your username and the temporary password, and then update with your personal password. Below are instructions to do this.

## How to change password and update profile:

Go to <http://essentialstuff.org/wp-admin/> which is the page you'll be taken to after a successful login, but before you're logged in, it takes you to the login page). (Alternately you can try: <http://essentialstuff.org/wp-login.php?loggedout=true>

Please follow these screen-shots, as I log-in as user NameX, and change password.

The above links take you to the login screen which should look like this:



The screenshot shows the WordPress login interface. At the top left is the WordPress logo. Below it is a yellow notification box that says "You are now logged out." The main login form has two input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember Me" and a blue "Log In" button. At the bottom of the form is a blue link that says "Lost your password?"

## Becoming a New EssentialList User

All entries are case specific.

I typed

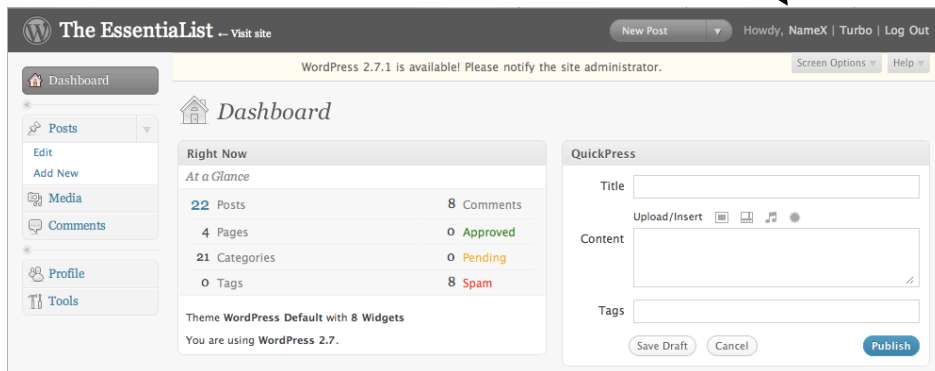
- Username: NameX
- Password: AB1234 (temporary password, case specific):  
(the password only shows dots, for your security)

Then

- You can check "Remember Me" if you choose.
- Click on "Log In"

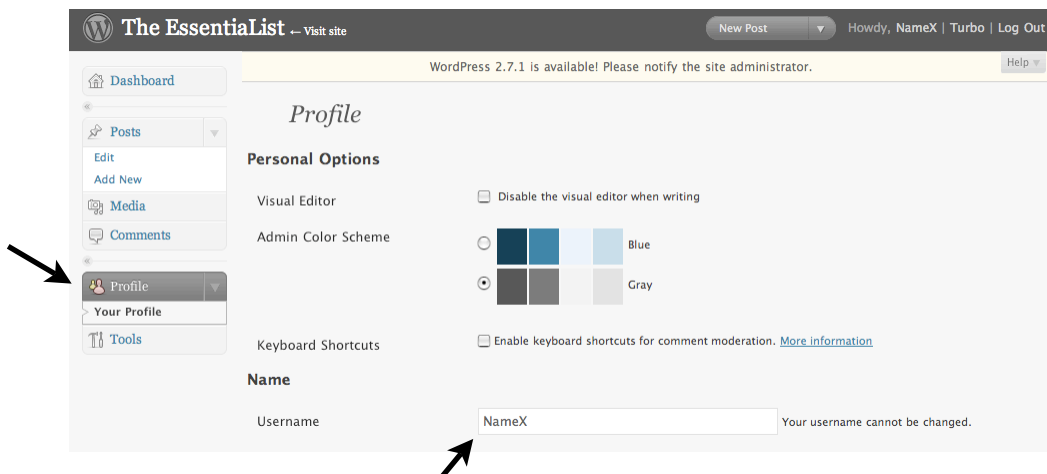


This brings up the main Admin or *Dashboard* page: (<http://essentialstuff.org/wp-admin/>). Note that it says "Howdy, NameX" in the upper right corner.



(When you're done, you'll want to click on Log Out, far upper right corner).

On the left side, click on "Profile" (see above snapshot) to go to the *Profile* Page.



Your username should appear there (NameX in this example)

## Becoming a New EssentialList User

Then scroll down on the *Profile* page to "About Yourself" which is where you change password, and you can also enter biographical data, if you choose.

**About Yourself**

Biographical Info

Share a little biographical information to fill out your profile. This may be shown publicly.

New Password

..... If you would like to change the password type a new one. Otherwise leave this blank.

..... Type your new password again.

Medium

Hint: Your password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! ? \$ % ^ & ;.

Update Profile

Enter the new password (twice).

It has a "Strength Indicator" to give you an idea of how secure your password is. Try to mix upper and lower case, and add at least one number or special character. Note this sample password has 'medium strength.'

Also feel free to make other updates to entries on this screen; however, the username cannot be changed.

Don't forget to log out when you're done (click on "Logout" in upper right corner).



To go to The EssentialList blog, click on "The EssentialList" in the upper left corner:



You'll then be taken to our blog:

