

Instructions for Creating and using a login ID for WSS Web Site

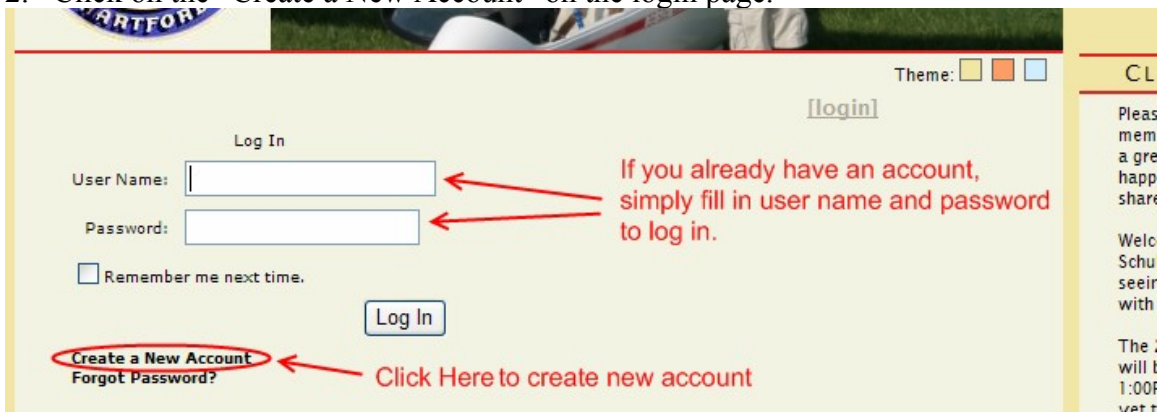
To access restricted functionality such as creating schedule entries and adding galleries and photos, you must create a login ID. Without the secure login, access to the website will be in a “read-only” mode.

The following are the steps required to create a new login ID:

1. Click on the “login” link on any page of the web site.



2. Click on the “Create a New Account” on the login page.



3. Fill in the user name, password, email address and security question/answer.

IMPORTANT!!!

The password must consist of at least 7 characters and you must include at least one non-alphanumeric character.

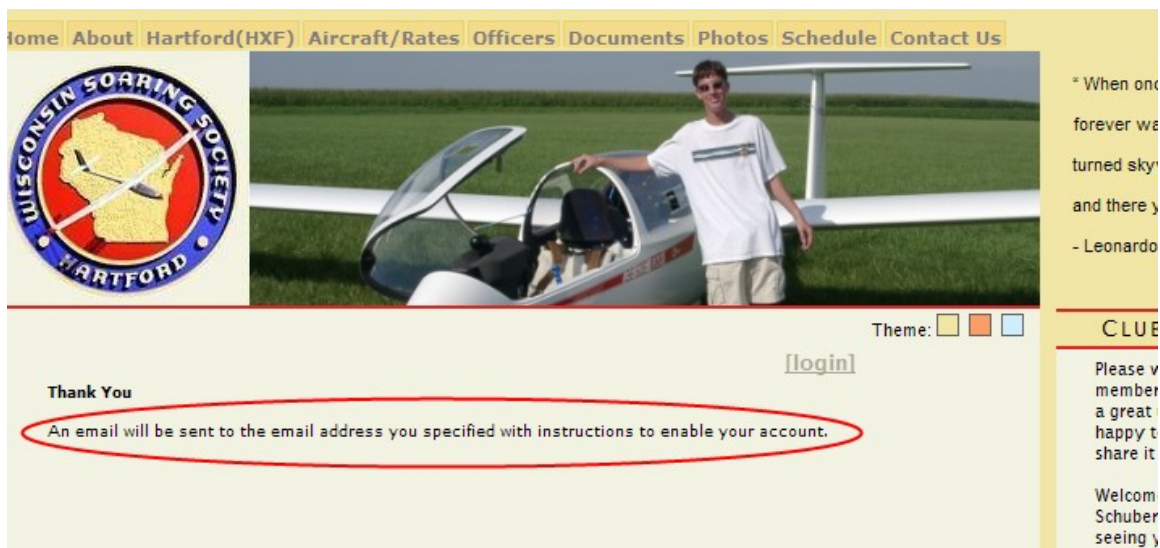
Example Passwords: soaring^, fly@ing, #flight
(notice the non-alphanumeric characters)

The screenshot shows a registration form titled "Sign Up for Your New Account". It includes the following fields and annotations:

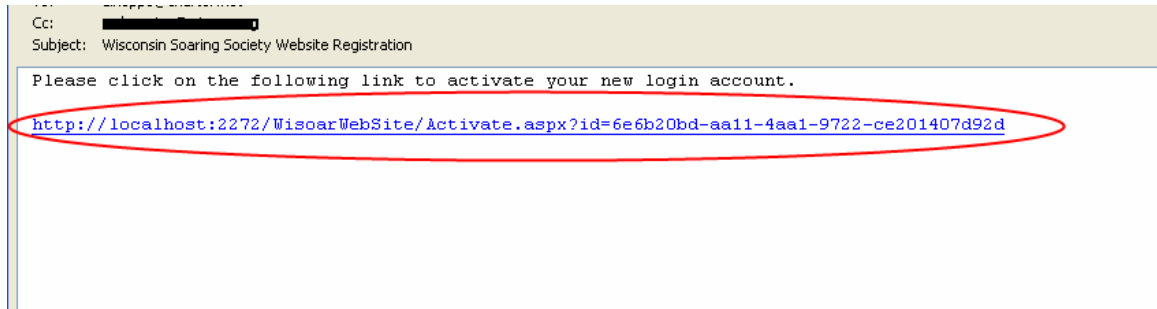
- User Name:** A text input field.
- Password:** A text input field with a red arrow pointing to it from the text "Both must match".
- Confirm Password:** A text input field with a red arrow pointing to it from the text "Both must match".
- E-mail:** A text input field with a red arrow pointing to it from the text "Must be valid email".
- Security Question:** A text input field with a red arrow pointing to it from the text "To recover forgotten password".
- Security Answer:** A text input field with a red arrow pointing to it from the text "To recover forgotten password".

At the bottom of the form is a "Create User" button. In the top right corner, there is a "Theme:" label with three color swatches (yellow, orange, blue) and a "[login]" link.

4. After clicking the "Create User" button, the system will validate all entries. If completed successfully, an email will be sent to the specified email account.



5. When you receive the verification email, simply click on the link in the body of the email, or copy it into the address bar of your browser.



6. When the browser navigates to the specified URL, you will automatically be verified as a new user and the web site will automatically log you in.



Going forward, you will need to login to the website only when you want to make changes to the schedule or add/change photos/galleries.

If you'd like to change your password, login first then use the "[change pwd]" link.