

Tutorial : Logging On

What You Will Need

- Your username
- Your password
- Your email address (if you have forgotten your password)

When you registered to the site, you would have needed to provide a username and desired password. These will have been emailed to you for future reference. If you can't remember them, try looking through your email for the registration message.

If you cannot find your password, but know your username, you can request to have your password reset. Details of how to do this are in the "I've Forgotten My Password" section.

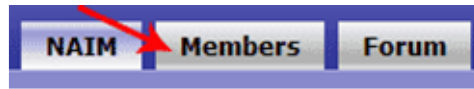
In Case Something Goes Wrong

If you encounter an error, or something happens that isn't covered in the tutorial steps, see the "It Went Wrong!" section later in the tutorial. If the problem you are experiencing is not covered there, you should contact the site administrator.

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1. Go to the Login page


From wherever you are on the site, you can reach the Login page by clicking on the silver “Members” button at the top right of the page.



Assuming you're not already logged in, this will take you to the login page.

2. Enter your details

You should now be at the Login page, which should display the following form.

A screenshot of a login form. It has a light blue background. There are three input fields: 'Username', 'Password', and 'Remember Me'. The 'Remember Me' field has a small square checkbox next to it. Below the fields is a 'Login' button.

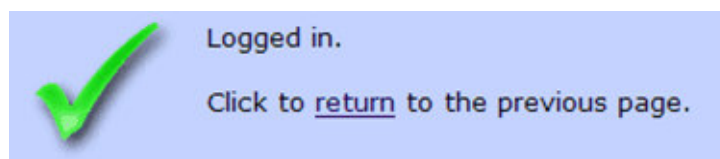
Enter your account details (username and password) that were provided at registration into the appropriate fields above.

If you would like the site to remember who you are in future (so that you don't have to login at your next visit), tick the “Remember Me” box by clicking in it once. **If you are using a public computer, it is **not** recommended that you select this.**

3. Log In

With your details entered into the form, click the “Login” button.

After a short moment, you will hopefully see a success message:



If you see this message, all is well and you can navigate the member's only areas of the site.

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I've Forgotten My Password!

If you have forgotten your password, but know your username and email address, you can request to have your password reset, and the new password sent to your email.

Firstly, make sure that you are at the Login page shown above. On this page, there will be a link that looks like:

If you have [forgotten your password](#), click here.

Clicking this link will take you to a page with the following form.



The form consists of a light blue background. At the top, there is a label 'Username' followed by a white input field. Below that is a label 'Email' followed by another white input field. At the bottom of the form, there are two buttons: 'Submit' and 'Cancel', both with a light grey background and black text.

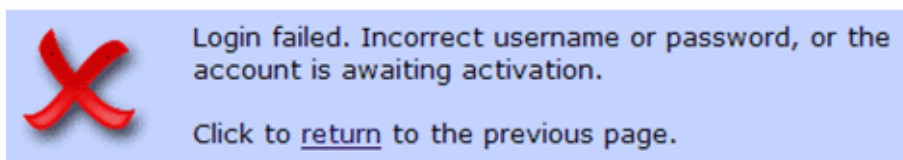
Fill in your username and email address into the appropriate fields, and click Submit.

You will be emailed with a new password. Using that password you will be able to login (and then change your password to something more memorable).

It Went Wrong!

Incorrect Username or Password

The most likely error is this one:



You will get this error if your username or password was entered incorrectly – note that the password is case-sensitive – double check that your Caps Lock is **off**. If you suspect that something was mistyped, you can try again by clicking on “return”.

You may also get this error if your account has not yet been activated – that is, approved by a site administrator. If you have only just registered your account, this is quite likely the case. You will have to wait until your account has been activated – once it has been, you will receive an email informing you as such.