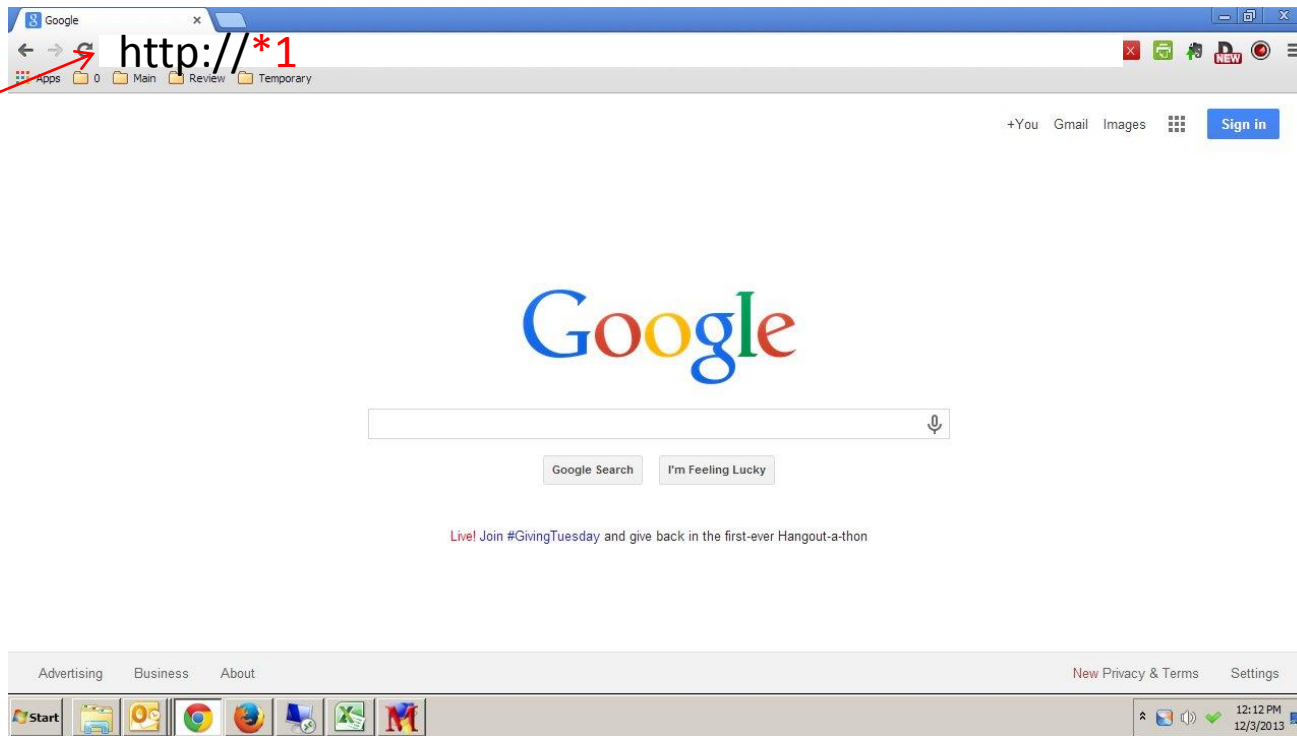
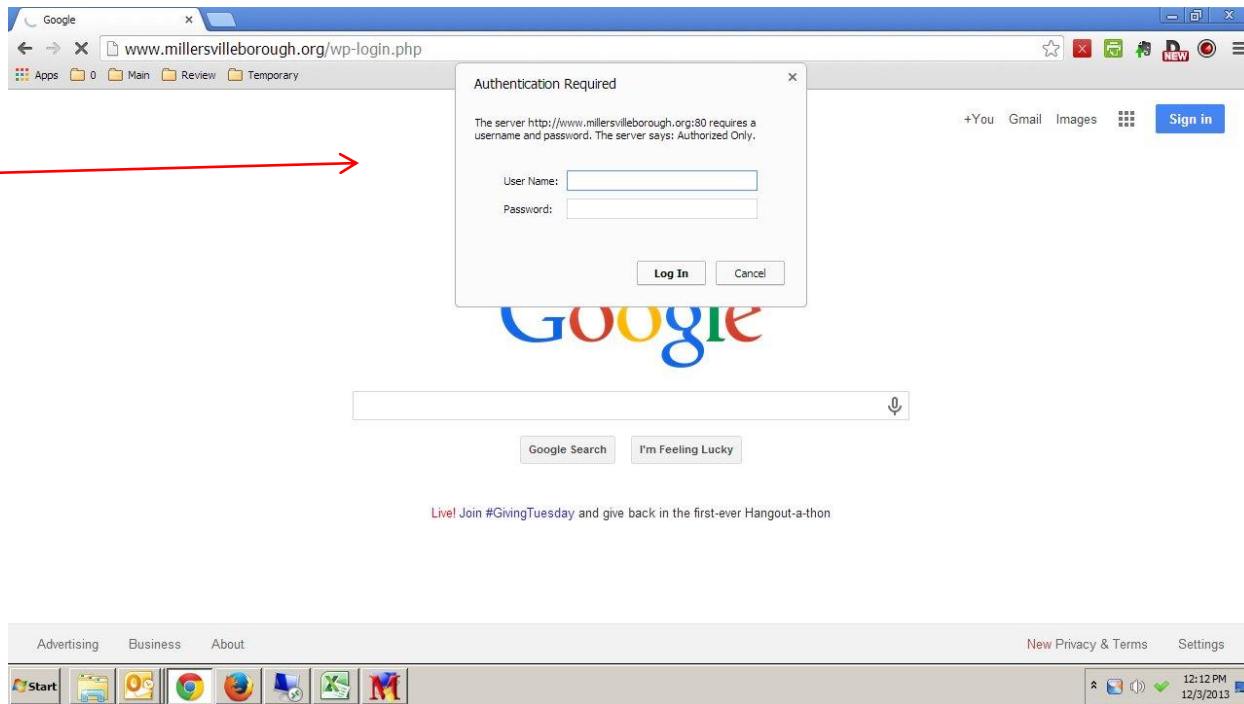


WordPress Logon Procedure



You were provided an Access Information Sheet, via email, containing URL's, passwords, and the location of help files, etc. This tutorial is intended to be a supplement to that document. Please refer to the "WORDPRESS LOG IN TUTORIAL SUMMARY INFORMATION" section of the Access Information Sheet.

Anywhere you see a * followed by a number (*1) in this tutorial, substitute the information from the Access Information Sheet into this tutorial.

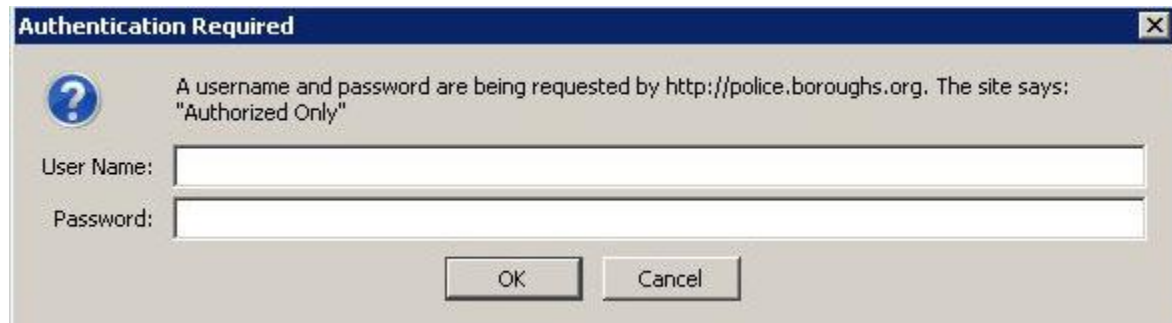


You will now be presented with an Authentication Required pop up box. Your Access information Sheet indicates that we use a dual authentication system. This is the first password required to log in to your WordPress administration panel.

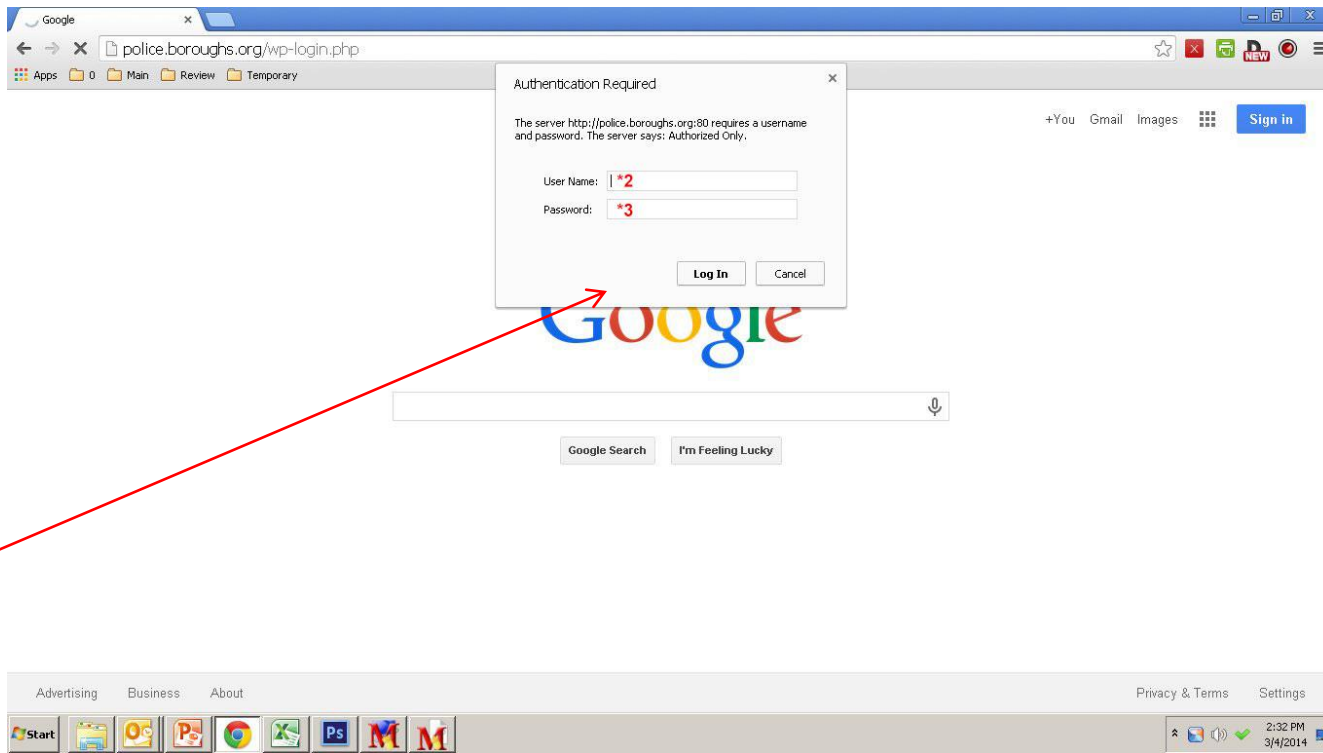
Please note that various browsers will display this screen differently. The above is rendered using Chrome. On the following page you will find sample screens representing Internet Explorer and Firefox.



First log in screen rendered in Internet Explorer.



First log in screen rendered in Firefox.



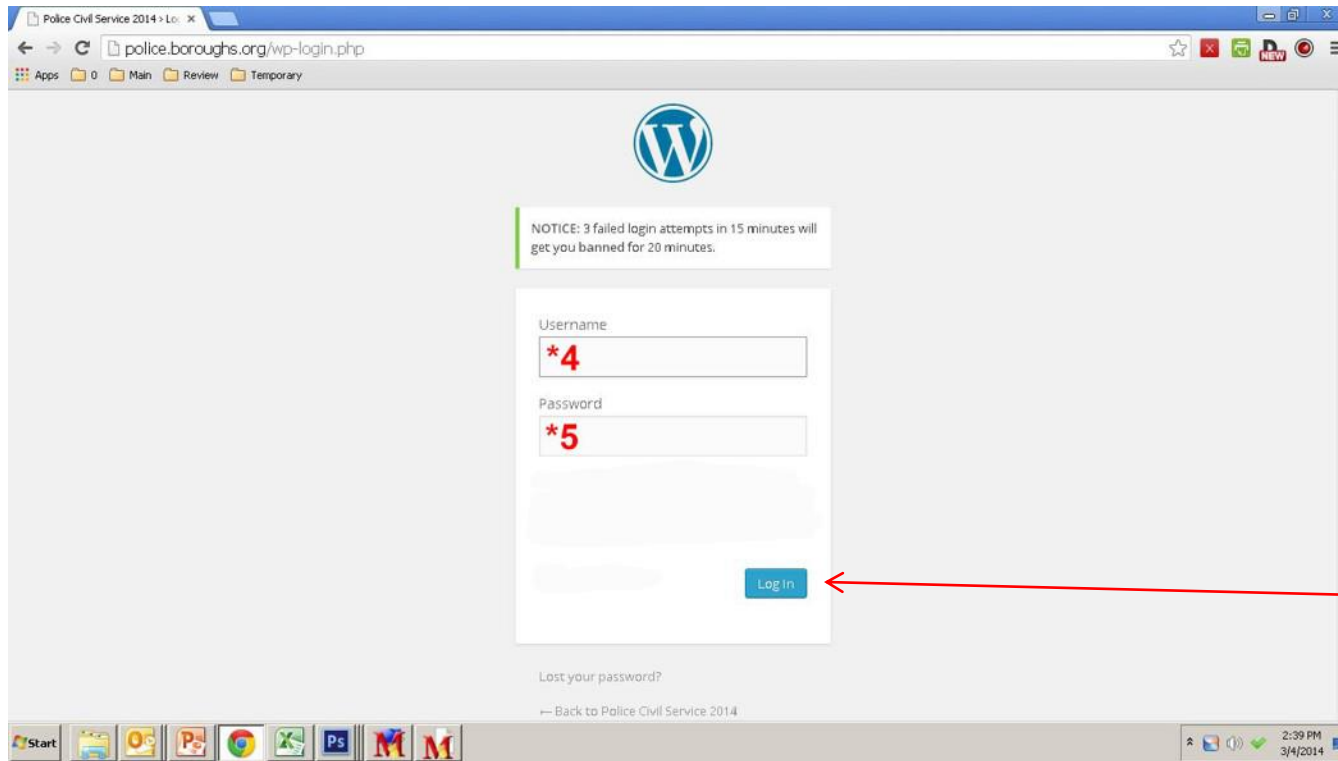
Enter the information provided in your Access Information Sheet and press the Log In button.

The password for this section is set by the networking system and cannot be changed or requested by the user. If, for some reason, you require a change to this password, or if you have trouble getting past this page, please contact support.



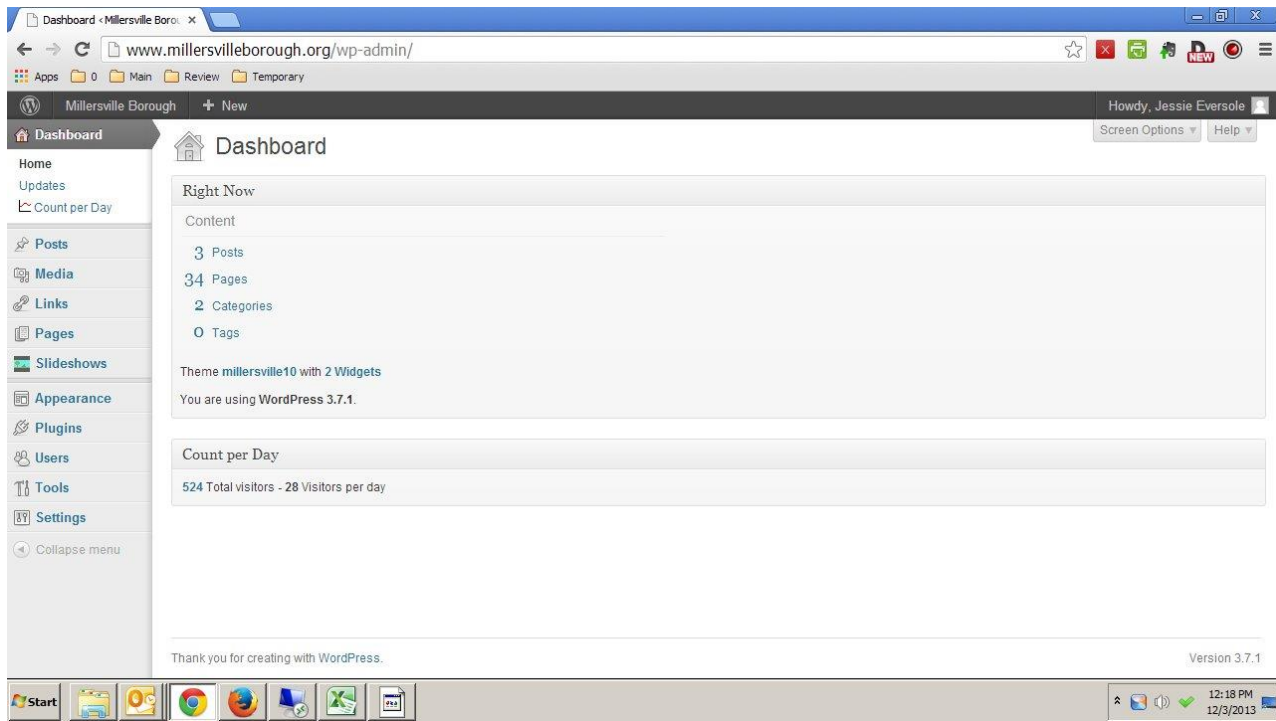
Assuming the correct user and password was used during the first log in, you will now be presented with a login screen for your WordPress administration panel. Please note the yellow warning. “3 failed login attempts in 15 minutes will get you banned for 20 minutes.” During that time, you will not have access to the website, at all. Wait approximately 25 minutes and attempt to log in again.

Banned users are reported, via email, to the system administrator, and if there are a series of banned attempts, a system administrator will take action and notify you of a potential issue.



Enter the requested information and press the Log In button.

If you need additional support, it is important to clarify which logon procedure is causing the issue. This is the second logon and will always say WordPress whereas the first logon procedure will not reference WordPress in any way.



Your WordPress administration panel should now be displayed. If you have any issues with the log on process, please feel free to contact support by opening a ticket.

If you require additional WordPress log in support, we will require the page number of this tutorial on which you are stuck. Failure to provide that information when requesting WordPress log in support will result in a significant delay and increased costs for support.