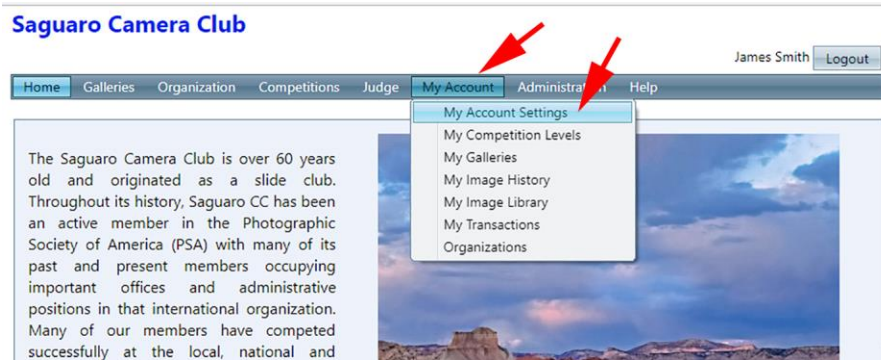
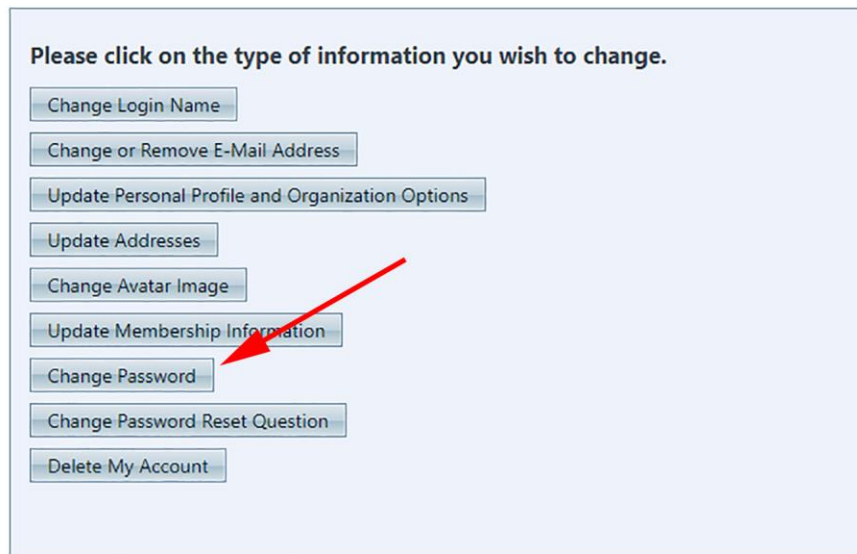


GETTING STARTED WITH SAG CC WEBSITE: CHANGING YOUR PASSWORD

Changing your Password is quite simple. **Select MyAccount>Change Password.**



Select “My Account Settings” and the following page will appear below your account profile.



NOTE: You have a number of options here to modify your account settings. We would prefer that you leave the first two options as set. If you want to change either of these please notify the Webmaster at:

james@gfstarharbor.net or 623 556 1075

You can update your personal profile and addresses. You can add or change an Avatar image (download 06 SAG CC getting started installing your avatar 10-19-17.pdf under Organization>Getting Started Guide).

Select “Change Password” (red arrow).

Change Login Password

Your Login Name and Password will be used when you login to this web site. You should never share any password with anyone, not even a web site administrator. Web site administrators have the ability to reset your account to a random password if necessary.

Your password must be at least 7 characters long. It should contain a mixture of alphabetic and numeric characters and should not contain any real words. Punctuation characters are allowed and encouraged. The most secure and easily remembered passwords will use the first letters of each word in a phrase, while inserting numeric or punctuation characters in meaningful locations.

Current Password

New Password

Confirm New Password

A “Change Login Password” box appears with three required “yellow-filled” boxes. **Enter** your “Current Password” (blue arrow); the one you are presently using. *Remember, if it is the one you were given initially, it has upper and lower case letters and is case sensitive*. Next, **Enter** your “New Password” and confirm it (next two red arrows). Finally, **Select** “Change Password” (large red arrow) to save your new Password.

You should get a report confirming a successful change of your Password. **Make sure to write down your new Password and store it in a safe place in case you forget it.**

When you log in with your new Password, you may get a report something to the effect that it didn’t work. Close your web browser then restart it and try to log in again. That should work.

It is a good idea to set up a “Reset Password Question”. The “Password Reset Question” will be presented to you if you ever forget your password and request to have it reset. When your password is reset, a random password is created and sent

to the e-mail address you registered when you created your User Account. Once you are able to log in again you can create a new password as outlined above.

Select My Account>Change Password Reset Question. **Enter** your “Current Password”. Next, **Enter** a Password Question, something that will remind you of the “Password Reset Answer” that you **Enter** in the last “yellow” box. *This might be something like “What is your dog’s name”, Answer “Fido”.*

Finally, **Select** Update to save your entry. You should also write these down and store in a safe place in case you need to consult it in the future.

If you have any questions, catch me at:

james@gfstarharbor.net or 623 556 1075

Updated: December 6, 2017