

To change your password on our NCRR Website:

1. Log into the website
2. An Administration “Dashboard” link will appear in a drop list, if you hover over the site name in the upper left corner of the browser window. Click/Tap Dashboard.
3. In the left vertical menu, go to Users > Your Profile (aka User Name). Click/Tap Your Profile
4. Make note of your email address on record, shown on this page and update it if you have a preferred address.
5. On the Edit Profile screen, scroll down to the New Password section, under Account Management. Click/tap the Generate Password button.
6. If you want to change the automatically generated password, overwrite it in the box provided. The strength box will show how good (strong) your password is. Write down your password, or save it to a password manager on your device, or in your browser.
7. Scroll all the way down and Click/Tap the Update Profile button to save it.

Your new password takes effect immediately.

If you changed/updated your email address, you will get an email from the website at the address now shown on your profile page. You will be prompted to log in again, so you can check the change.

From: WordPress wordpress@ncrr.net

To: your new address, if you changed it.

Howdy [your user name],

You recently requested to have the email address on your account changed.

If this is correct, please click on the following link to change it:

<https://www.ncrr.net/wp-admin/profile.php?newuseremail=> some letters and numbers

You can safely ignore and delete this email if you do not want to take this action.

This email has been sent to your_email@your_mail.com

Regards,

Norfolk County Rifle Range

<https://www.ncrr.net>