

## Accessing the VIMGA Members Website: First Time or Forgotten Password

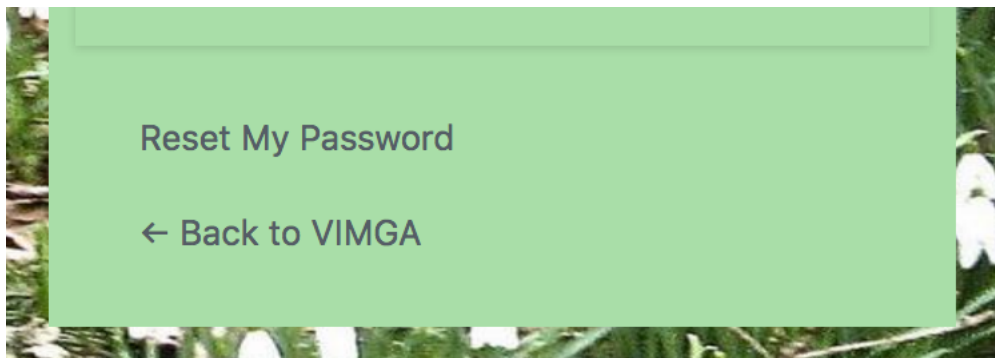
<https://members.vimga.org>

**Your username** is the first letter of your first name, followed by your entire last name (with any spaces and punctuation removed):

csouthwick  
mvandenberg  
jcalder  
etc.

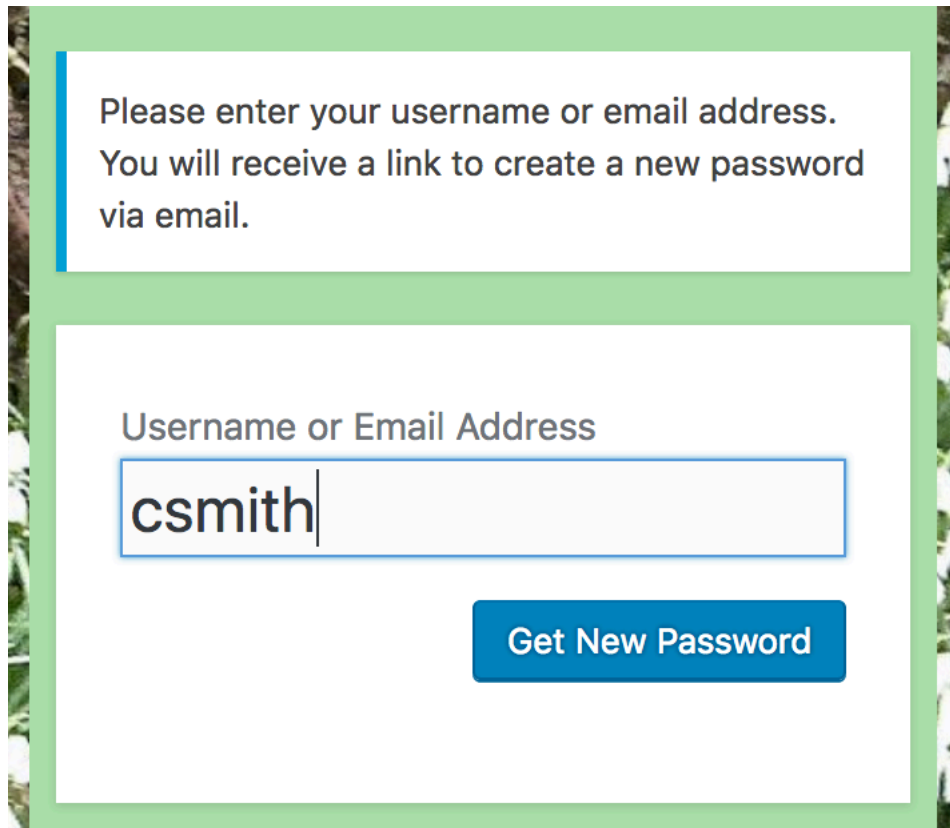
**Your initial password** has been computer-generated for one-time use only and must be reset. You will have to reset it the first time you attempt to log in and whenever you forget the password you have set.

**To reset your password, click on the “Reset My Password” link near the bottom of the Login page.**



## Resetting Your Password

Type in your username:

A screenshot of a web form for resetting a password. The form is enclosed in a light green border. At the top, a white box with a blue border contains the text: "Please enter your username or email address. You will receive a link to create a new password via email." Below this is a larger white box with a light green border. Inside this box, the text "Username or Email Address" is positioned above a text input field. The input field contains the text "csmith" and has a vertical cursor at the end. Below the input field is a blue button with the text "Get New Password" in white.

Click **“Get New Password”**.

The system will send an email message to you, containing a link which will reset your password.

## Resetting Your Password

**When the email message arrives**, open it and click on the link at the bottom of the message:

Someone has requested a password reset for the following account:

Site Name: VIMGA

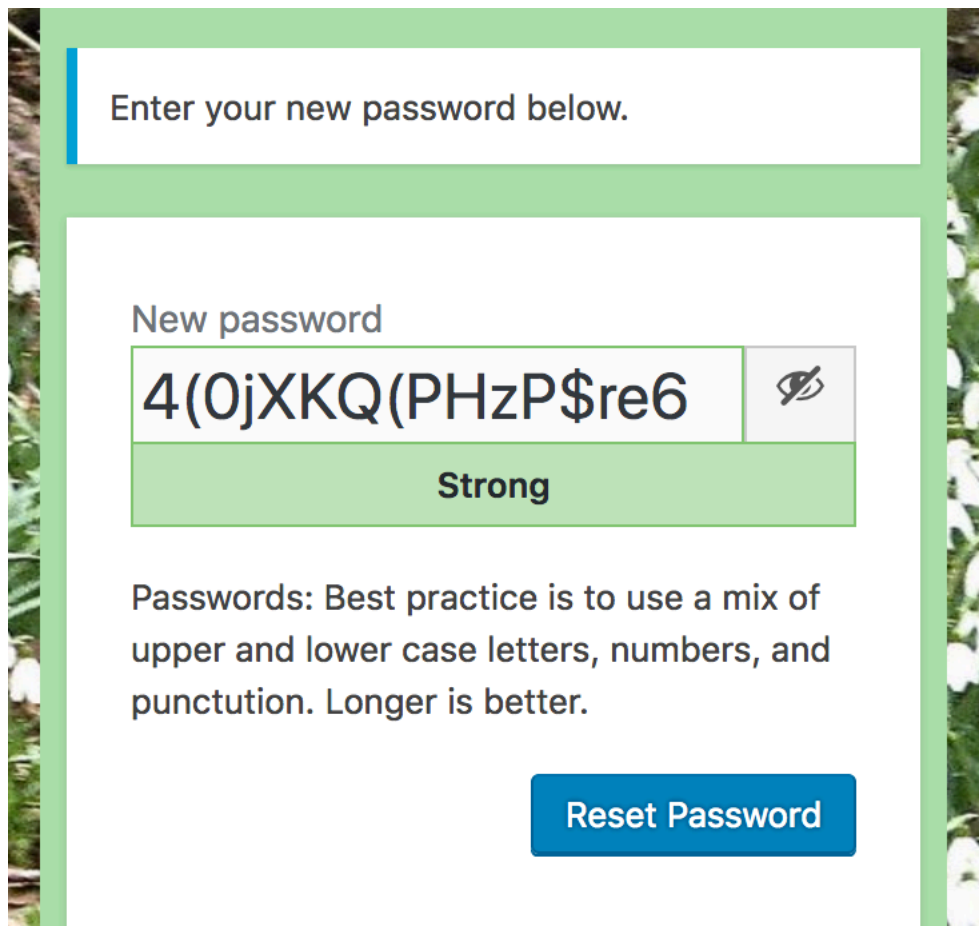
Username: csmith

If this was a mistake, just ignore this email and nothing will happen.

To reset your password, visit the following address:


<https://members.vimga.org/wp-login.php?action=rp&key=F4dhGW3B6x7N4QmnnGXX&login=csmith>

**You will be back on the website, where you can enter a new password.** The system will have generated a new random password, but you can choose whatever password you want.



Enter your new password below.

New password

4(0jXKQ(PHzP\$re6 

**Strong**

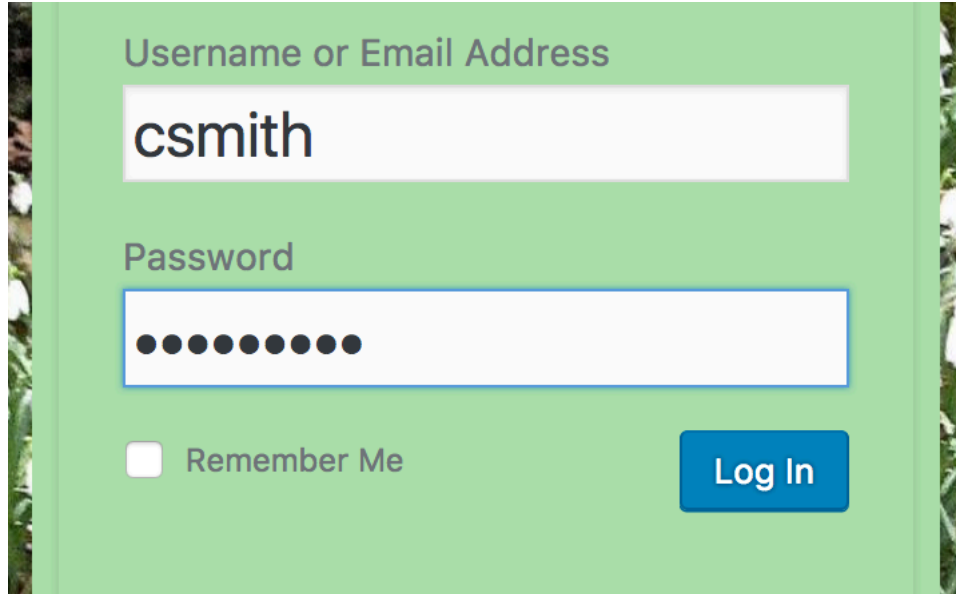
Passwords: Best practice is to use a mix of upper and lower case letters, numbers, and punctution. Longer is better.

**Reset Password**

**Click “Reset Password”.**

## Resetting Your Password

**You will be back on the Login page**, where you can enter your username and your new password:



The image shows a login form on a green background. The first field is labeled "Username or Email Address" and contains the text "csmith". The second field is labeled "Password" and contains ten black dots. Below the password field is a checkbox labeled "Remember Me" which is currently unchecked. To the right of the checkbox is a blue button with the text "Log In".

Then click “Log in”, which takes you to the Welcome page.

## Welcome

This website is designed to ease communication between VIMGA members.

Here you will be able to access forms and other internal data:

- the **Record of Volunteer Hours** (due yearly) (This form is not ready.)
- the **Clinic Report** (due after each advice clinic)
- Much more to come...

If you are looking for the VIMGA section of the MGABC website, click here:

- <http://www.mgabc.org/content/vancouver-island-vimga>

*Note: To access members' pages on the MGABC site, you will have to sign-in using the link at the top-right of the page.*

### **NOTE:**

***After you do all that, logging in requires only entering your username and password.***