

UPDATE - Creating an Account on the Council 11402 Website

In order to provide security that only Council 11402 members have access to private information, a multi-step verification process is required. Yes, this is more complicated than accessing the old website. Please understand that these steps are necessary to prevent anyone other than Council 11402 members from gaining access, and are for your security.

To establish an account, you **MUST FOLLOW THESE STEPS EXACTLY**. You will be locked out otherwise.

STEP 1: ACCESS THE WEBSITE

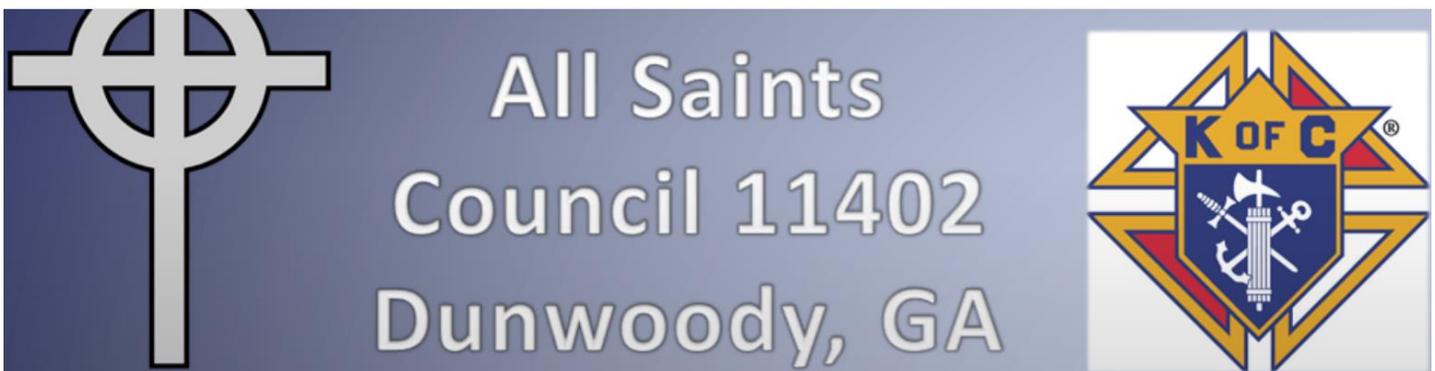
Click here <http://kc11402.org> to access the new website.

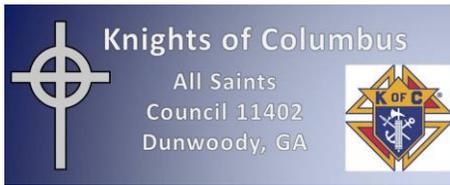
STEP 2: CLICK ON LOGIN

On the menu bar at the top, click on **Log In**. Note that this is the **ONLY TIME** you will select Log In until after the enrollment process is complete.



Home Charitable Endeavors ▾ Awards ▾ Prayers ▾ **Log in**

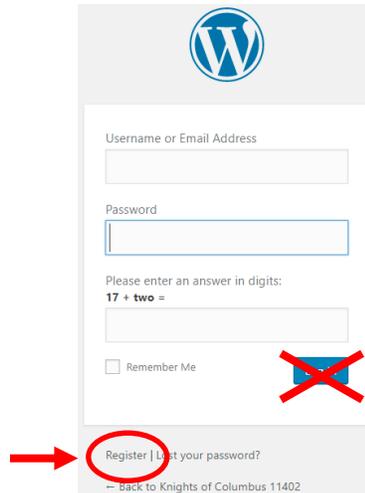




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STEP 3: CLICK ON REGISTER

This WordPress access screen will be displayed. **Do not enter anything.** Simply click on the word **Register** at the bottom of the page. (Do not click on Log In. If you do, your access to the site will be blocked.)

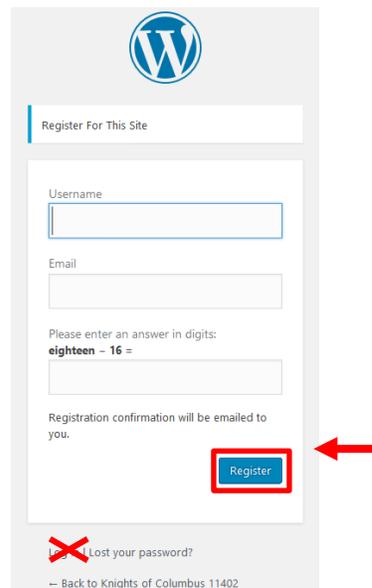


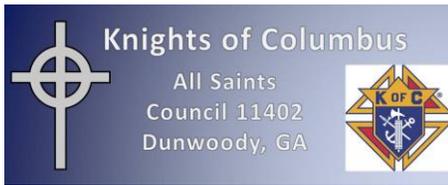
STEP 4: REGISTER ON THE WEBSITE

The WordPress “Register For This Site” screen will be returned. Create a user name you can easily remember. Make it simple, but it must be unique from any other Brother. User names may not be duplicated (like last name).

Enter your email address, then answer the simple mathematical problem in digits (for example: eighteen – 16 = 2). Yes, there will be a simple math problem every time you log into the website.

Click on “Register”. Please note the text that states “Registration confirmation will be emailed to you.”





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Please note the text at the top which states that "Your registration is pending approval." Until you receive an email confirming your approval, you cannot go any further. Close this window.

WordPress logo

Your registration is pending approval.

Username or Email Address

Password

Please enter an answer in digits:
4 × two =

Remember Me

Register | Lost your password?

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STEP 5: RECEIVE EMAIL NOTIFICATION TO CREATE PASSWORD

WordPress will send you an email with the subject "[Knights of Columbus 11402] Your username and password info." Open this email and use the URL provided to access the screen to set your password. Click on the first link to activate your account. (If the link does not work when you click on it in the email, copy and paste it into your browser address line without the brackets <>.)

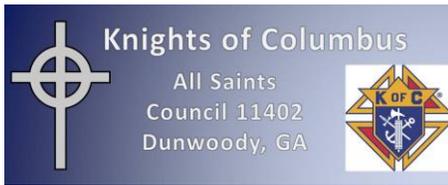
From: WordPress <wordpress@kc11402.org>
To: bobmitchell@alumni.tufts.edu
Sent: Monday, July 3, 2017 2:49 PM
Subject: [Knights of Columbus 11402] Your username and password info

Username: testuser3

To set your password, visit the following address:

<<http://kc11402.org/wp-login.php?action=rp&key=K1EZ0lIHhou0pOquHlLd&login=testuser3>>

<http://kc11402.org/wp-login.php>



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STEP 6: CREATE YOUR PASSWORD

The following screen is returned. **Delete the “New password” that is displayed** and replace it with one you will remember.

Follow these guidelines to create a strong password.

Your password should contain at least six characters that are a combination of letters, numbers and special characters (@, #, \$, %, etc.). **Disregard the password hint that states the password must be at least 12 characters.** Passwords are case-sensitive, so a stronger password contains upper and lower case letters. Do not use “password” or a string of sequential (123456) or repeated (222222) numbers.

After entering your password, click on the Reset Password button. Do **NOT** Log In yet.

Enter your new password below.

New password
0#nHSPY0%G^06uo4
Strong

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &).

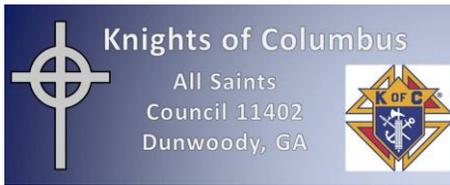
Reset Password

~~Log In | Register~~

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A message will be displayed stating that your password has been reset. **BUT WAIT...do not** log in yet. For security purposes, the website administrator must approve your account first. This may take 12 – 24 hours, but should be completed much quicker than that. Until you receive an email stating that your account was approved, you cannot go any further. Close this window.





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STEP 7: RECEIVE ACCOUNT ACTIVE EMAIL NOTIFICATION AND LOG IN

Once approved, you will receive an email from WordPress with the subject: “[http://kc11402.org] Your account is now active”. NOW you may log into the site.

Click on **Log In** on the website homepage. Enter your username and password, and complete the math problem. Click on **Log in**.

You now have access to the member-only functions.

KNIGHTS OF COLUMBUS 11402

In service to one. In service to all.

- Home
- Communications ▾
- Calendar
- Leadership ▾
- Members ▾
- Charitable Endeavors ▾
- Awards ▾
- Prayers ▾
- Forms ▾
- Pay Dues
- Log out