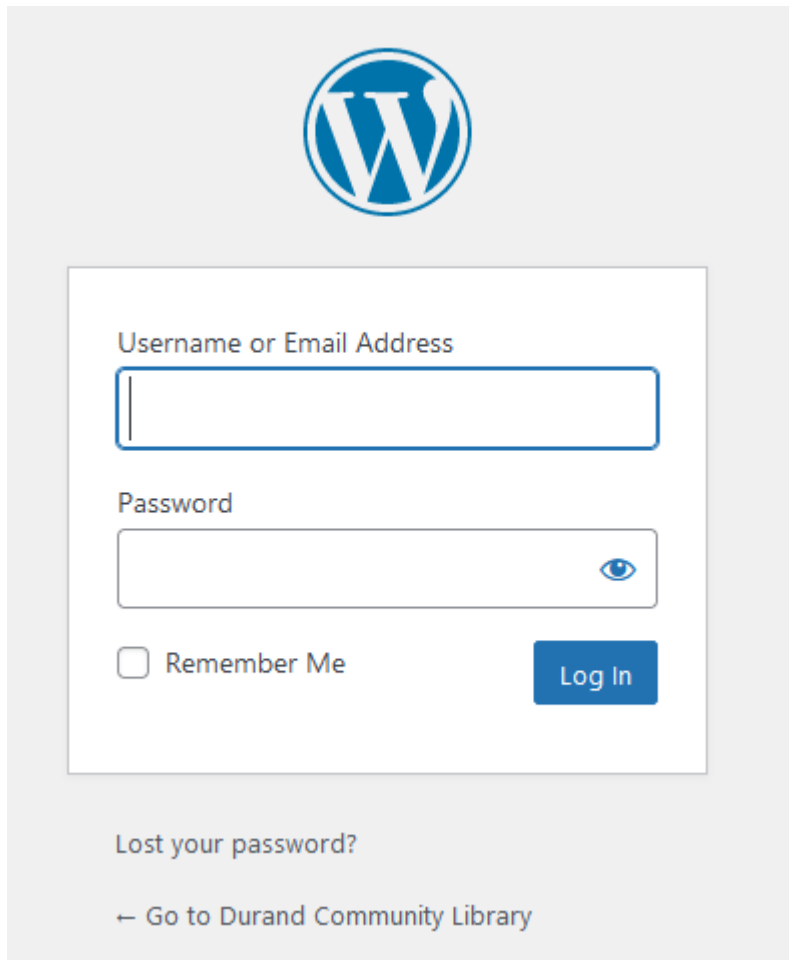


## Accessing your website – logging on for the first time

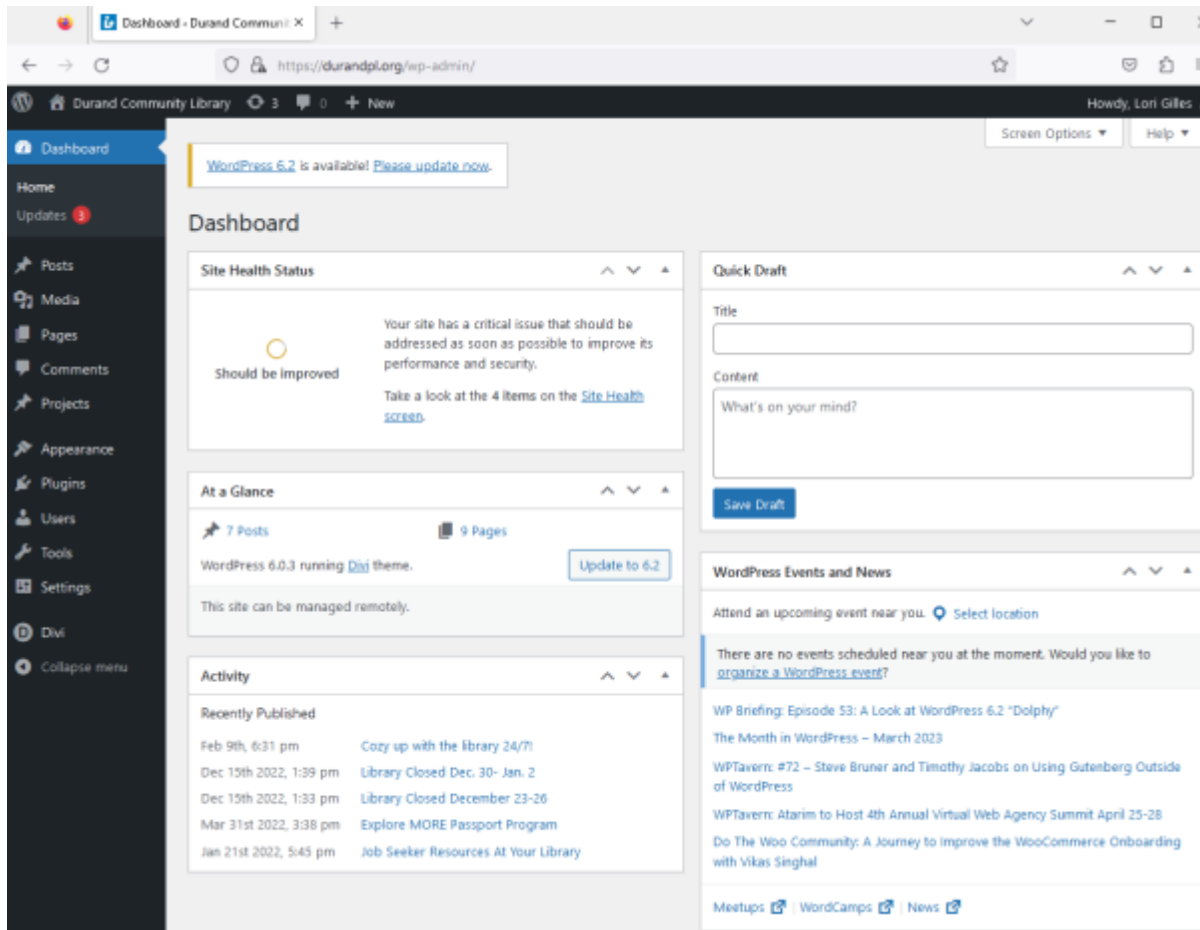
Go to: [www.yourlibrarywebsite.org/wp-admin](http://www.yourlibrarywebsite.org/wp-admin)

You will see:

The image shows the WordPress login interface. At the top center is the WordPress logo, a blue circle with a white 'W'. Below the logo is a white rectangular box containing the login form. The form has two input fields: the first is labeled 'Username or Email Address' and the second is labeled 'Password'. To the right of the password field is a blue eye icon for toggling password visibility. Below the password field is a checkbox labeled 'Remember Me' and a blue 'Log In' button. Below the login box, there is a link for 'Lost your password?' and a link with a left-pointing arrow labeled 'Go to Durand Community Library'.

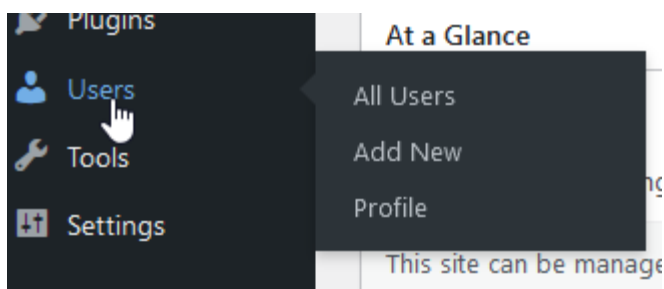
Log in using the username and password. The next thing you'll see is your website's dashboard:

## Accessing your website – logging on for the first time



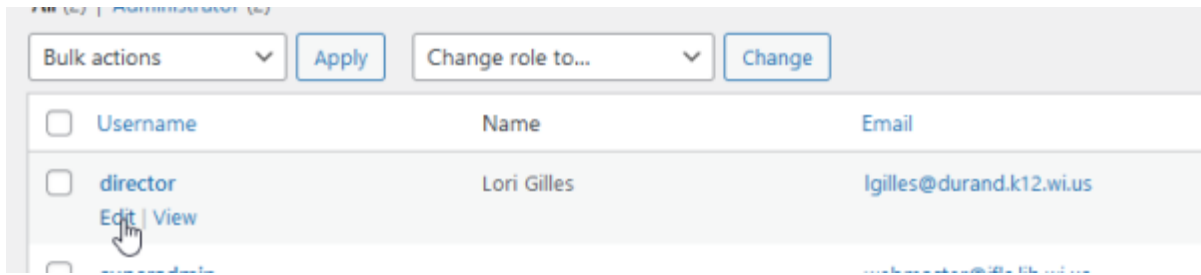
If you want to change your password, you can go into your user profile here:

Click on "Users" on the left hand toolbar.



You'll see your username on the list - click Edit under your username.

## Accessing your website – logging on for the first time



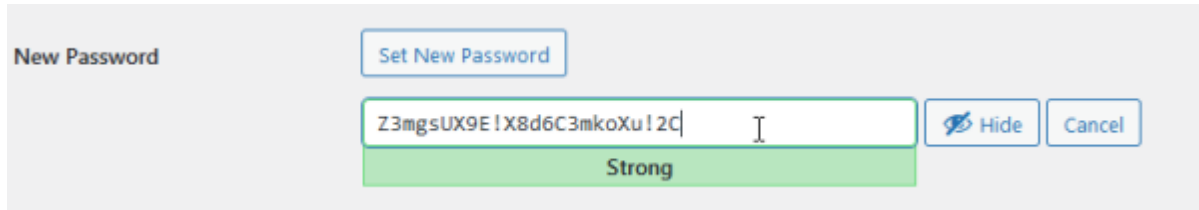
If you want to have fun personalizing the admin color scheme, your First/Last Name, Nickname, email, go for it. But to business, scroll down until you see "Account Management - New Password."

A screenshot of a user profile management form. The form is divided into several sections: 'Username' (with a text input containing 'director' and a note 'Usernames cannot be changed.'), 'First Name' (input: 'Lori'), 'Last Name' (input: 'Gilles'), 'Nickname (required)' (input: 'director'), 'Display name publicly as' (dropdown: 'Lori Gilles'), 'Contact Info' (Email (required) input: 'lgilles@durand.k12.wi.us' with a note: 'If you change this, an email will be sent at your new address to confirm it. The new address will be confirmed.'), 'Website' (empty input), 'About Yourself' (Biographical Info text area with a note: 'Share a little biographical information to fill out your profile. This may be shown publicly.'), and 'Account Management' (New Password section with a 'Set New Password' button). A red arrow points to the 'Set New Password' button.

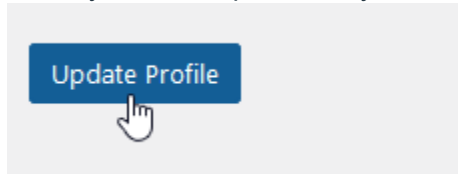
## Accessing your website – logging on for the first time

Click "Set New Password"

It will automatically generate a strong password, but to personalize it, just type what you want into the box.



When you have a password you like, scroll to the very bottom and click "Update Profile."



That's it!

Try that. You can click around and look at other things if you want, but if not, that's enough for today.

Next up is making Posts. That's the first step in having control over content on your website.

