

HOW TO CHANGE YOUR PASSWORD

1. Visit <https://schcCompanions.org> (the Society's external website).
2. Click on link **Companion Login** on the upper right menu.

This takes you to the *Companion Login* page.

3. Scroll down a little and click on **Forgot your password?** (Under the Login and Register buttons)
4. Enter your email address and click the **Reset my password** button.
5. Check your email. (Check your spam folder if it's not there in a short time.)
6. Open the message and click the **Reset my password** button.
7. On the form, enter your new password twice to confirm it.
8. Click the **Change my password** button. (And record the new password where you can find it again if you forget.)

Notes:

This cheat sheet assumes that your account has already been set up. If you're in doubt, email webmaster@schccompanions.org and let us know the situation.

Some reasons you might reset your password: what you think is the right password is not accepted, you want to make it more secure (longer, with capitals, numbers, and symbols,) or you just want a different one.

If you're sure you have entered the right password, the problem may be in the account name.