



# RESET PASSWORD

| VERSION CONTROL |            |             |          |
|-----------------|------------|-------------|----------|
| Version         | Date       | Author      | Notes    |
| 1               | 15/04/2017 | Roger Hicks | Original |

### Introduction:

This function allows a user to change their password whether for security reasons or if the original password has been forgotten.

### How To Reset Password:

This function is accessible from the LogIn page. Click on 'Forgot your Password?' link



- Home
- Rookery List
- System Menu
- Reports Menu
- Enquiries Menu
- Rook References
- Documents
- Links
- LogIn
- Register
- Contact

### Please Login

[Back to home page](#)

User Name

Password

[Forgot your Password?](#)

Login



Please seek prior permission from the website owner and data owners before extracting or deriving data from this website for third party commercial purposes.

Clicking on the 'Forgot your Password?' link opens the page below.



- Home
- Rookery List
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- Reports Menu
- Enquiries Menu
- Rook References
- Documents
- Links
- LogIn
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- Contact

## Reset Password

[Back to login page](#)

Email

Send Reset Link

Please seek prior permission from the website owner and data owners before extracting or deriving data from this website for third party commercial purposes.

If you do not want to continue with resetting your password, click on the 'Back to login page' link or one of the sidebar menu options.

To reset your password, enter the email address associated with the account for which the password is to be changed, then click on the 'Send Reset Link' button.

This displays the following page and generates an activation email, sent to the entered email address. If you do not receive the activation email, please check in your junk or spam folder.

Please note some email providers decide that this automatically generated email is 'dodgy' and kick it back to the website. I am still trying to work out how to prevent this happening. So far this has only occurred where btinternet is the email provider, i.e. where the portion of the email address after the @ symbol is btinternet.com.

If you do not receive the activation email and you have checked your spam or junk folder, please use the website 'Contact' function to let me know and I will investigate.



- Home
- Rookery List
- System Menu
- Reports Menu
- Enquiries Menu
- Rook References
- Documents
- Links
- LogIn
- Register
- Contact
- facebook

Home >>LogIn 1



### Please Login

[Back to home page](#)

Please check your inbox for a reset link.

[Forgot your Password?](#)

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Sample Reset Password email:

## Password Reset

 RookeriesUK <rookeriesuk@rookeries.uk>  
 Today, 10:59  
 You

ROGER

Someone requested that the password be reset.

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

To reset your password, visit the following link:

[Reset Password](#)

Regards Site Admin



Clicking on the 'Reset Password' link in this email opens the reset password page, where the new password should be entered.

Home >>Reset Password 1

## Reset Password

Username  
ROGER

Password  
Password

Confirm Password  
Confirm Password

Change Password

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Once the new password has been entered twice (the second for confirmation purposes), click on the 'Change Password' button.

If Password and Confirm Password fields are not identical, an error message is output on the page 'Passwords do not match'. In this case please re-enter passwords and and click on 'Change Password' button again.

On successful change of password the LogIn page will be redisplayed as below.



- Home
- Rookery List
- System Menu
- Reports Menu
- Enquiries Menu
- Rook References
- Documents
- Links
- LogIn
- Register
- Contact
- facebook
- 

Home >>Login 1



## Please Login

[Back to home page](#)

Password changed, you may now login.



[Forgot your Password?](#)

Login

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