

How to register for the member-only, password-protected area of the FSA Website

Follow these steps:

- Go to 'Sign In' at the upper right corner of the home page (www.ufv-fsa.ca).
- Click 'Register' at the bottom of the page
- At the WordPress page, you'll be prompted to enter your first name, last name, and a username. Select a username of your choice.
- In the E-mail box, enter the first part of your UFV email; you'll notice that the @ufv.ca is already there. **Do not type @ufv.ca.**
- You will then be emailed a temporary password. Copy this password and go back to the FSA home page.
- Click 'Sign In' and enter your username and temporary password.
- Once you've logged in, you will notice a grey WordPress banner at the top of the screen. This is where you access your profile page.
- Click your name at the upper right corner of the banner, and select how you would like your name to be displayed publicly. We would like you to select the first name, last name option. We expect members to use their full name when they post comments on our Discussion Forum or reply to an article in *Words & Vision*, not their first name only.
- You will also have the option at the bottom of your profile page, to change your temporary password. You'll probably want to do so. Make a new password and be sure to click 'Update User' when done.
- You should be all set now to sign in and use the restricted area of our website. You can return to the FSA website by following the link on the top left of the banner.

If you have questions please contact the office at 604-854-4530 or by email at fsa.editor@ufv.ca.