

# 1.0 Initial User Setup

Once your account is set up on the Valley website you will get an email from [wordpress@scottish-rite-mpls.org](mailto:wordpress@scottish-rite-mpls.org) that looks similar to the following.

## [The Valley of Minneapolis] Login Details Inbox x

**WordPress** <[wordpress@scottish-rite-mpls.org](mailto:wordpress@scottish-rite-mpls.org)>

to me ▾

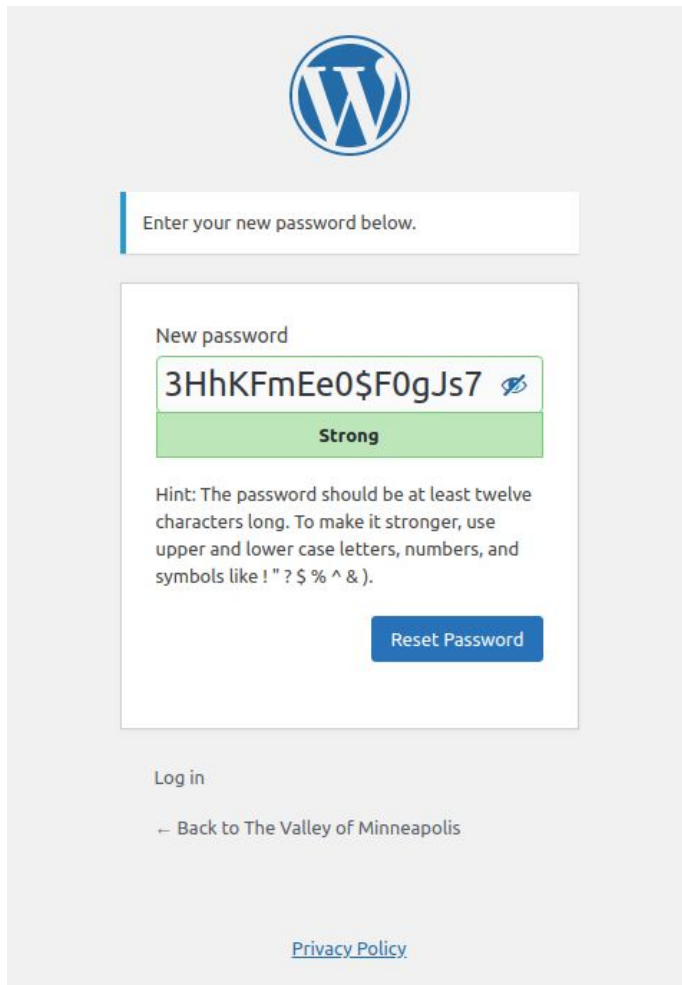
Username: [jlang-test](#)

To set your password, visit the following address:

<https://scottish-rite-mpls.org/wp-login.php?action=rp&key=zDkJKKNGNTi1Ks3ont8A&login=jlang-test>

<https://scottish-rite-mpls.org/wp-login.php>

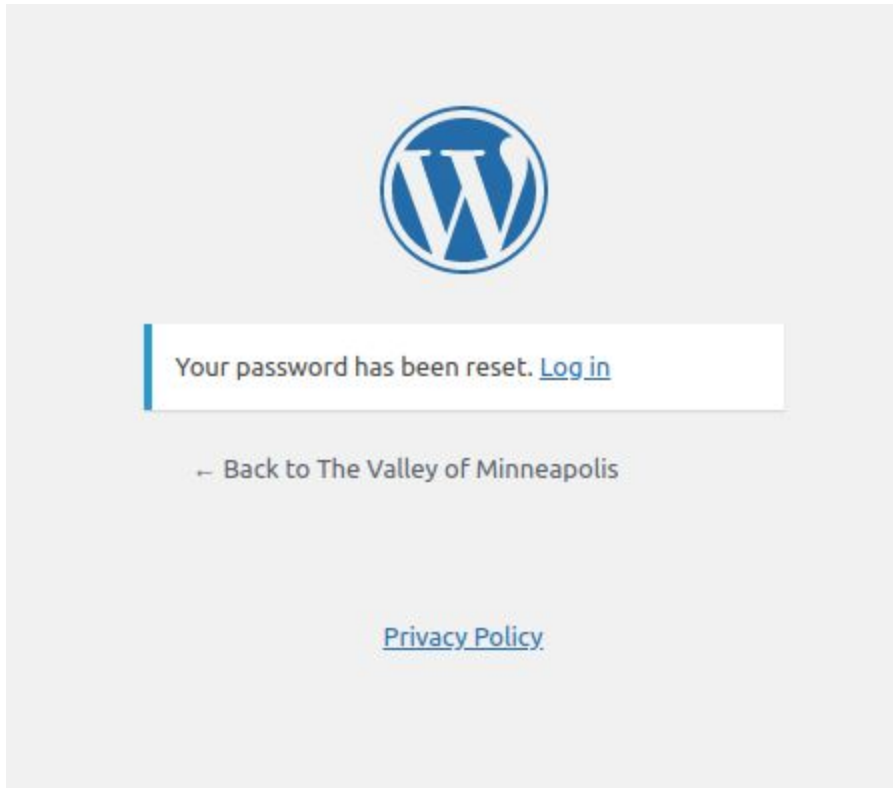
Be sure to note the username in the email. In most cases, it will follow the format of the first letter of your first name followed by your last name. Click the first link in the email, that will take you to the following page.



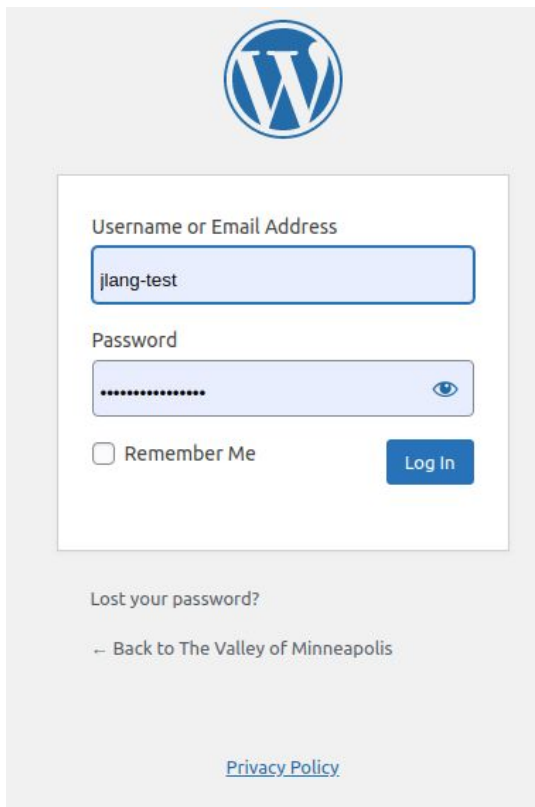
The screenshot shows the WordPress password reset interface. At the top is the WordPress logo. Below it is a heading "Enter your new password below." followed by a form box. Inside the form box, there is a label "New password" above a text input field containing the password "3HhKFmEe0\$F0gJs7" with a strength indicator "Strong" in a green bar. Below the input field is a hint: "Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & )." At the bottom of the form box is a blue button labeled "Reset Password". Below the form box are links for "Log in" and "Back to The Valley of Minneapolis". At the very bottom is a link for "Privacy Policy".

Either accept the strong password, be sure to store it securely, or input your own and click “Reset Password” Please note that the password should be at least twelve characters long. The page will give you some indication how strong your chosen password is.

If the password is successful you will get the following page.



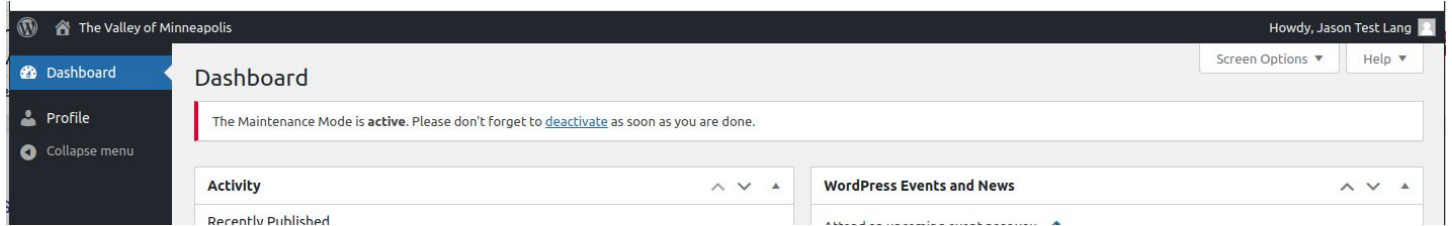
Click on the “Log in” link to access the site.



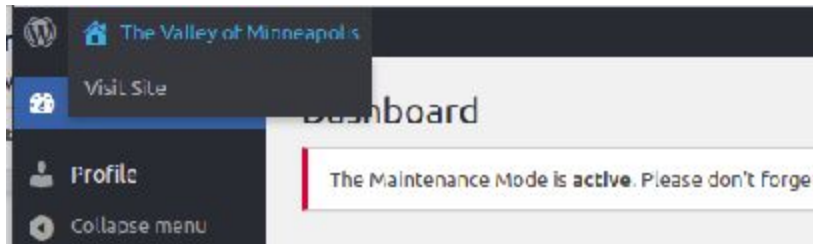
Enter your username and password then click “Log In”.

## 2.0 Accessing the site

If after completing the [1.0 Initial User Setup](#) section you get the following screen.



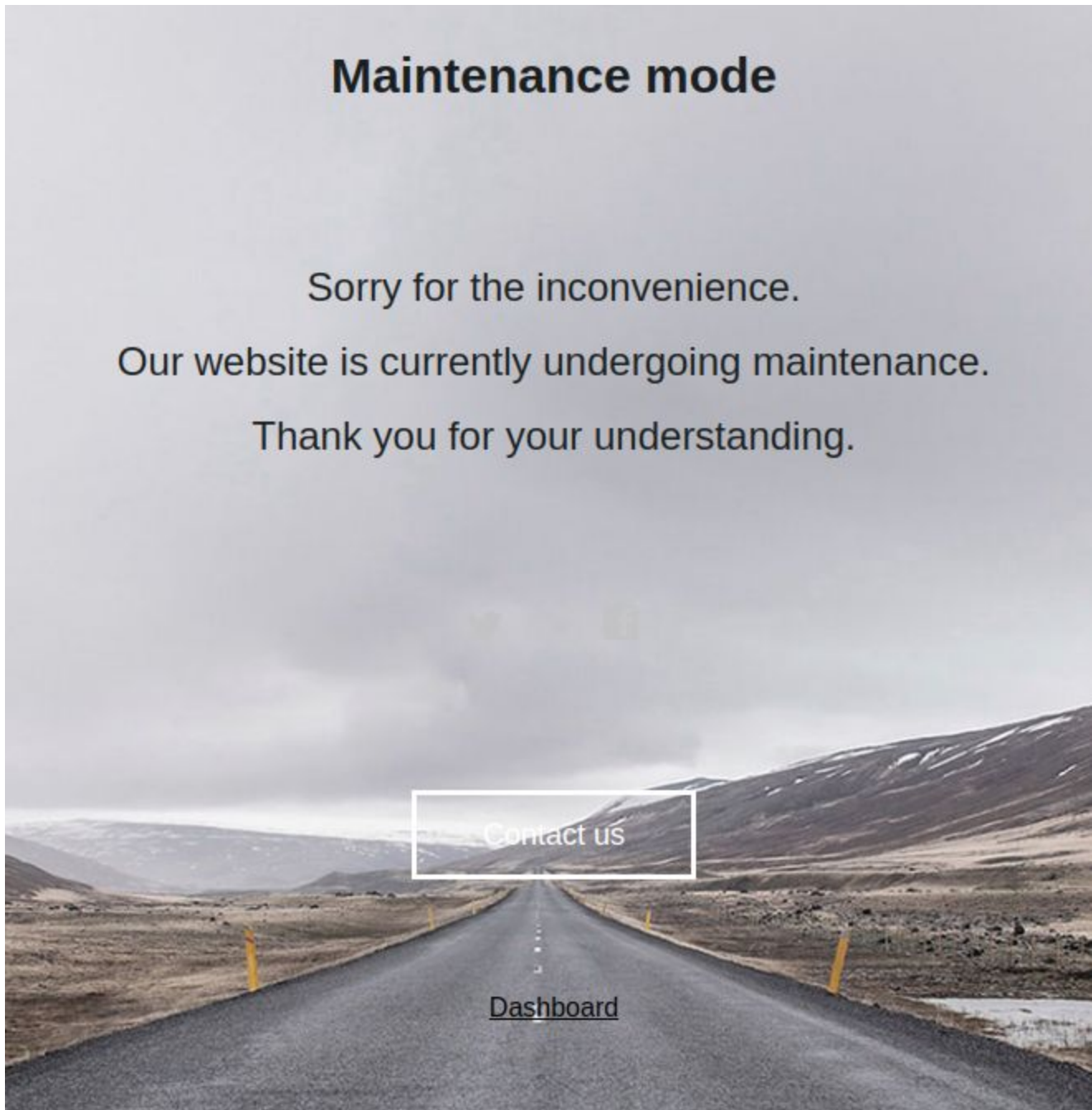
You can access the site by going under “The Valley of Minneapolis” in the left hand corner and then clicking “Visit site”.



## 3.0 Maintenance Mode Access

Be sure you have completed the [1.0 Initial User Setup](#) section before continuing.

If when accessing the Valley's website you get the "Maintenance Mode" page, as bellow.



Click on "Dashboard" which is located at bottom center of the page.

You will then be taken to the login page.



Username or Email Address

jlang-test

Password

.....



Remember Me

Log In

Lost your password?

– [Back to The Valley of Minneapolis](#)

[Privacy Policy](#)

Enter your username and password then click “Log In”

Note: If after you click “Log In” the “Maintenance Mode” page is displayed again then the site is under maintenance and can not be accessed at this time. Please try again later.