New Member Access to MyLo

Here are the steps.

1. You first need to create a MyLo user.

ADMINISTER LEAGUE SITE →Manage Members.

Scroll to the bottom and click on "Add Member".

Scroll to the bottom and click on "Create New User".

Fill in the info.  Use “change@me!” as the password

Scroll to the bottom and click on “Create New Account

Return to home page

2. Add the User to Anoka, Blaine, Coon Rapids Area

  ADMINISTER LEAGUE SITE →Manage Members.

  In the Name Box, type in the user name that you created in step 1.

  Scroll to the bottom and click on "Add Member".

  I can’t remember the exact steps that follow, but it is pretty obvious I think.

3. Log out and test logging in as the new user.

4. Send an email to the new user using the mail below as a template. (I have included the attachment as an attachment to this email)

Dear \_\_\_\_\_\_\_

The League of Women Voters Anoka, Blaine, Coon Rapids Area website is available at: [http://lwvabcmn.org](http://lwvabcmn.org/)

I have attached a document describing a potential problem and solution with receiving newsletters from LWV ABC.  Be sure to read it.

When you access the website you will not see a link to the members only pages until you log in (on the upper right of the home page).

A League Webmaster or Administrator for LWV's My League Online has created an account for you.

Your username is DianneLuckett

Your password is change@me!

\*Please note that you should change your password once you log in for the first time.

Login here:

[http://lwvabcmn.org](http://lwvabcmn.org/)

When you choose your password, please keep the following in mind:

* Your password must be at least 10 characters long.
* The best passwords will be really long random strings that you can easily memorize, such as parrots-wedding-green-homunculus. Passwords that combine characters, uppercase, and numbers, such as v0TinGis4maZing, will also be stronger than simple passwords.
* Do not use pets’ or children’s names and birthdays in your passwords.

\*\*When you enter your password into the two fields, they will show as not matching until you complete typing the full password (and they match).\*\*

More information is available at:

<https://my.lwv.org/mylo/manage-your-user-account>

After changing your password, you will be able to log in at [http://lwvabcmn.org](http://lwvabcmn.org/) in the future using:

username: DianneLuckett

password: Your NEW password

-- Paul Sitz -- Your League's Webmaster

[psitz@goldengate.net](mailto:psitz@goldengate.net)

Let me know if you have questions and/or recommendations to improve the website.

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[Message clipped]  [View entire message](https://mail.google.com/mail/u/0?ui=2&ik=e3c9a0f69c&view=lg&permmsgid=msg-f%3A1700466049918683686&ser=1)

Attachments area