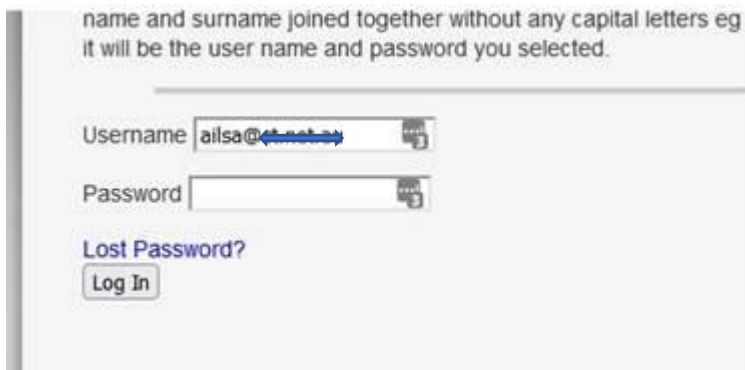# If you have Lost/Forgotten your Password.

Below are the steps explaining how to reset your password yourself if you have forgotten it.

1. Either put in your email address or the username you selected. It is usually your first and surname name joined together. Eg**. ailsa@st.net.au or ailsacorlett**
   It must be the correct one for it to work correctly.

2. Press the **Lost Password**, and confirm you want to reset your password.

3. The above screen is what you should get as a reply to your reset. If you do not receive an email, then **either the username or the email address you entered is incorrect**.
4. The email should come through to you within a few minutes. Remember to check your Junk/Spam box as well just in case it ended up in there.

[GSQSites] Password Reset

W   webcoordinator@gsq.org.au
    To   ailsa@...   10:06 PM

Someone has requested a password reset for the following account:

Site Name: GSQSites

Username: ailsacorlett

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

To reset your password, visit the following address:

https://www.gsq.org.au/wp-login..tt

This password reset request originated from the IP address 20...........

5. Above is the type of email you should receive. It will have a link in it in which you need to click on. – **CLICK on the LINK**

Enter your new password below or generate one.

New password

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? $ % ^ &).

Generate Password   Save Password

Log in

← Go to GSQ

6. Either enter a New Password using the above details or use the Generate Password to obtain a strong computer generated password for you to use. **SAVE PASSWORD**

7. You will receive the above message saying your password has been reset.
8. Return to the GSQ Login/Logout Page, and enter the Username or email address as normal, plus the New Password you have just obtained. You will then be able to log in.
9. If you cannot remember your Username/email address that you used, you will then need to send a message to the Membership Officer for her to reset it completely.

membership@gsq.org.au