

Snuff Bottle Members Site - Registration and Password Management

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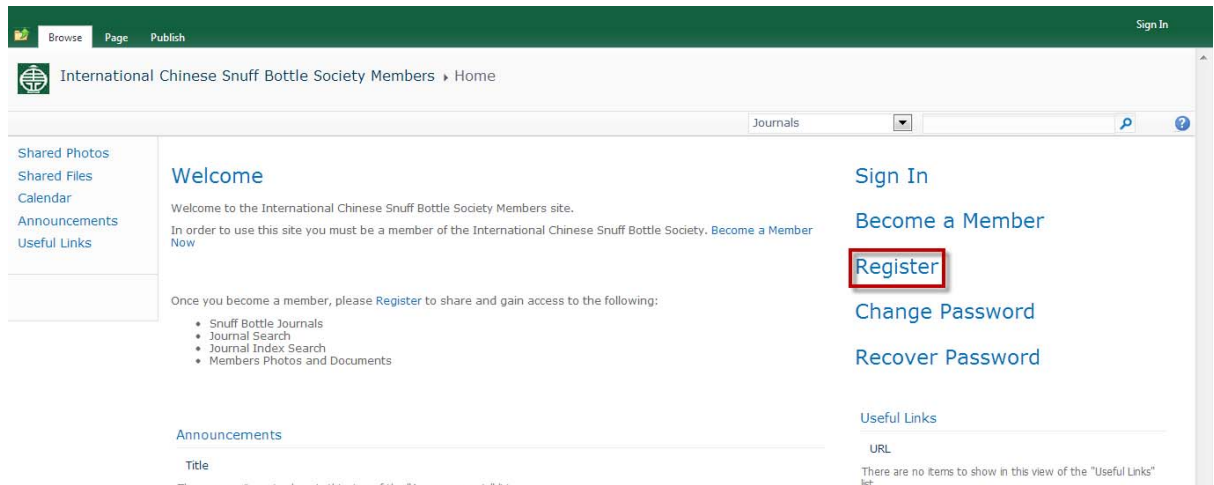
Introduction

This document provides users with instructions to register and manage their passwords on the <http://members.snuffbottle.org> website

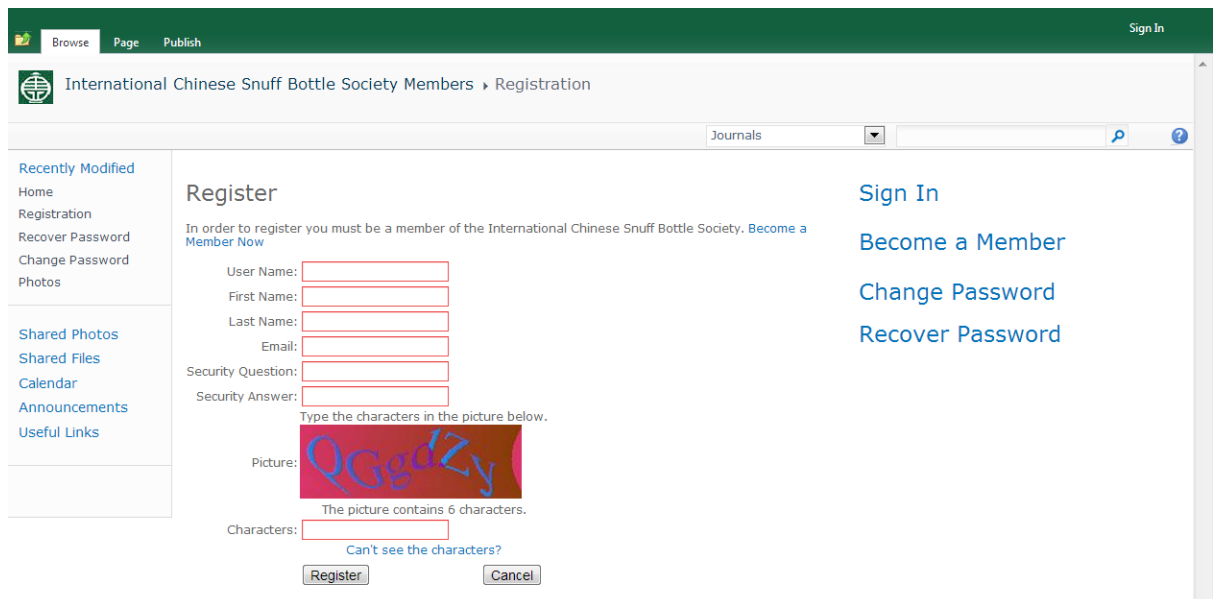
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Registration

- Open your browser and navigate to <http://members.snuffbottle.org>
- On the home page, on the right hand side click **Register**

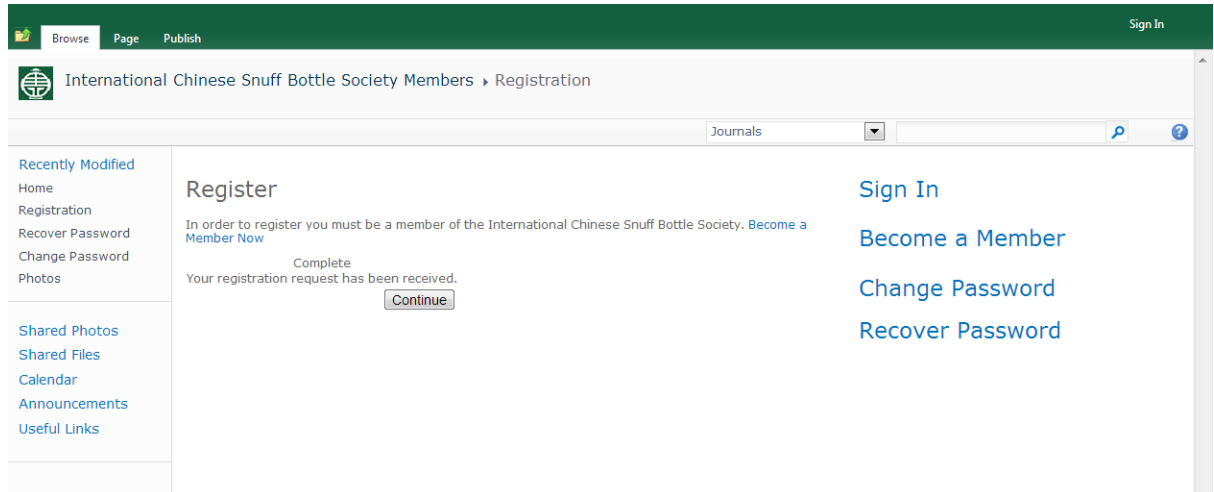


- On the next page type in the following:
 - User Name
(NOTE: This will be the name you use to Sign In once approved)
 - First Name
 - Last Name
 - Email
 - Security Question
(NOTE: This will be presented to you if you have forgotten your password and need to recover it)
 - Security Answer
(NOTE: This will be the answer that you will have to use to recover your password)
 - Characters that are displayed in the image, click **Register**

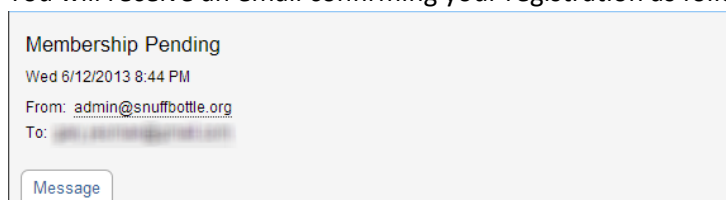


- After successfully registering you will see the following page. To return to the home page click **Continue**

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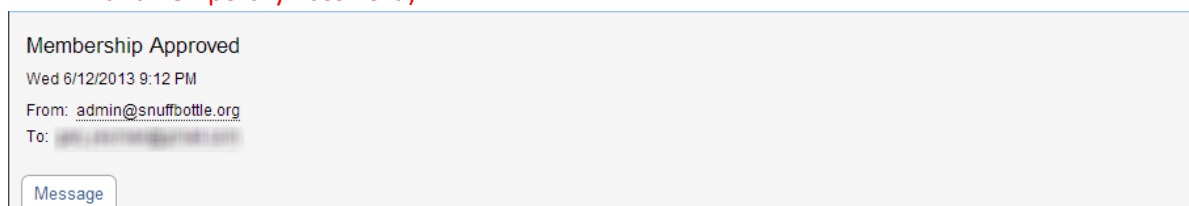
- You will receive an email confirming your registration as follows:



- Once your membership has been verified and your registration is approved, you will then receive the following email. It contains the following:

- User Name
- Temporary Password
- Links to the Change Password page

(NOTE: To change the Temporary Password, you must first **Sign In** using the User Name and Temporary Password)



Your request for an account on International Chinese Snuff Bottle Society Members has been approved and you have been granted access.

Your user name is: [REDACTED]

Your temporary password is: IS0&Yk}vhgdIPt

Your temporary password can be changed immediately by logging onto the [Change Password Page](#) using your user name and temporary password.

The ChangePassword page is located at <https://members.snuffbottle.org/SitePages/Change%20Password.aspx>.

Once you have changed your password, you can browse the International Chinese Snuff Bottle Society Members site at <https://members.snuffbottle.org>

If you need additional access please contact the site administrator.

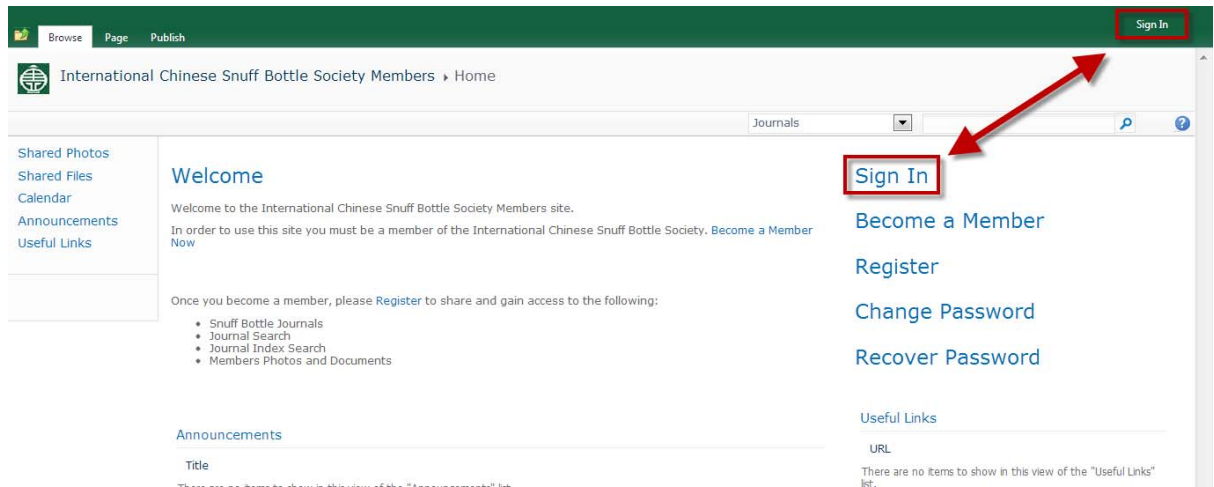
Thank you.

- Follow the steps below to Sign-In and to Change Your Password

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Sign In/Login to the Members Site

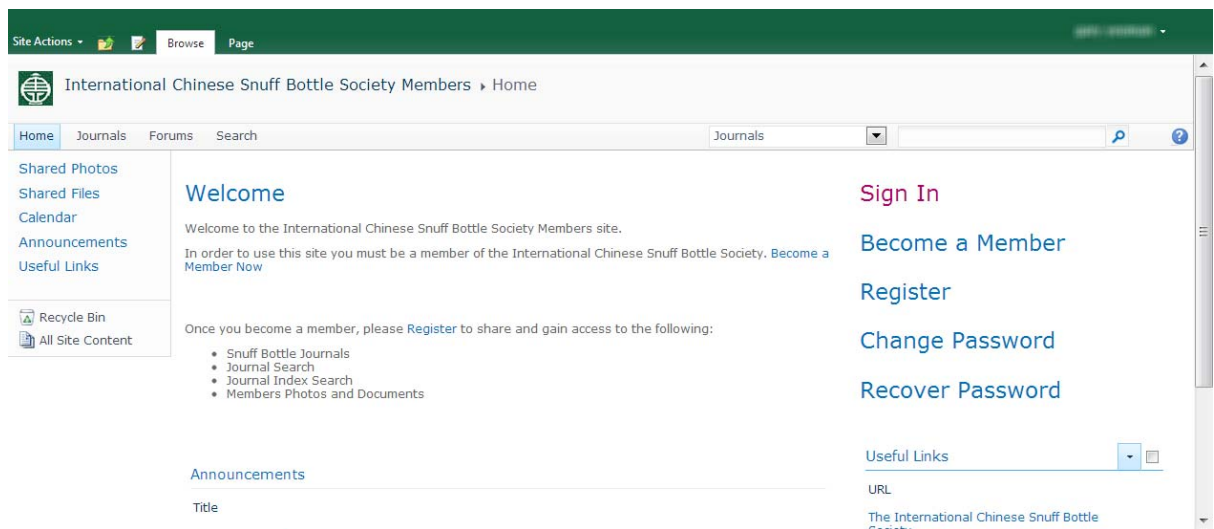
- Open your browser and navigate to <http://members.snuffbottle.org>
- On the home page, on the right hand side click **Sign In**



- On the next page type in your registered User Name and Password, click **Sign in**

A screenshot of a 'Sign In' form. The form has a title 'Sign In' with a red 'X' icon. It contains two input fields: 'User name:' and 'Password:'. Below the fields is a 'Sign in' button and a checkbox labeled 'Sign me in automatically'.

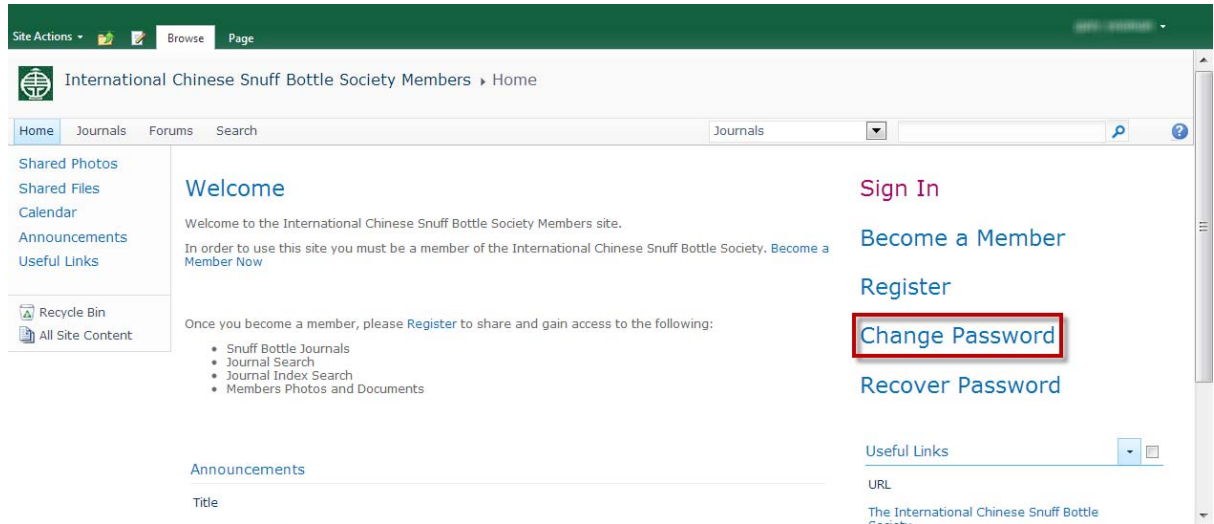
- Once you have signed in successfully, you will be redirected to the home page



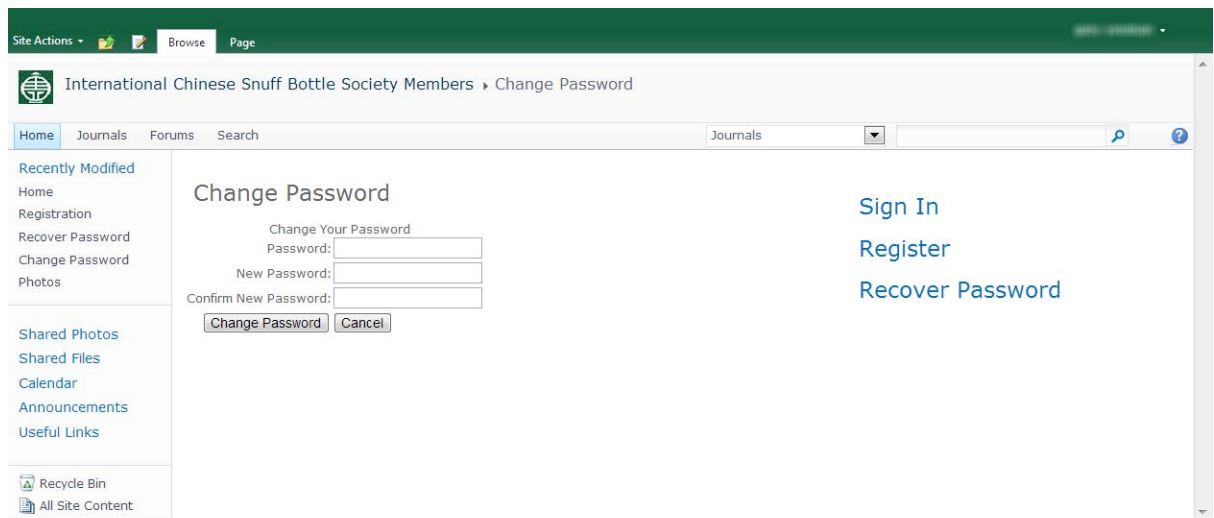
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Change Your Password

- Open your browser and navigate to <http://members.snuffbottle.org>
- **Sign in** (see the Sign In/Login to the Members Site section in this document)
- Once signed in, on the right hand side of the home page click **Change Password**



- On the next page fill in your Current Password and New Password (twice), click **Change Password** (NOTE: Passwords must be at least 7 characters long and must contain at least one non-alphanumeric character e.g. !"\$@& etc.)



- If you do not type an acceptable new password the following page will appear. Fill in your Current Password and New Password (twice), click **Change Password** (NOTE: Passwords must be at least 7 characters long and must contain at least one non-alphanumeric character e.g. !"\$@& etc.)

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etc.)

The screenshot shows the 'Change Password' page with the following elements:

- Page Header:** Site Actions, Browse, Page.
- Breadcrumbs:** International Chinese Snuff Bottle Society Members > Change Password.
- Navigation:** Home, Journals, Forums, Search.
- Left Sidebar:** Recently Modified (Home, Registration, Recover Password, Change Password, Photos), Shared Photos (Shared Files, Calendar, Announcements, Useful Links), Recycle Bin, All Site Content.
- Main Content:**
 - Section: Change Password
 - Form: Change Your Password with fields for Password, New Password, and Confirm New Password.
 - Message: Password incorrect or New Password invalid. New Password length minimum: 7. Non-alphanumeric characters required: 1.
 - Buttons: Change Password, Cancel.
- Right Sidebar:** Sign In, Register, Recover Password.

- After successfully changing your password you will see the following page. To return to the home page click **Continue**

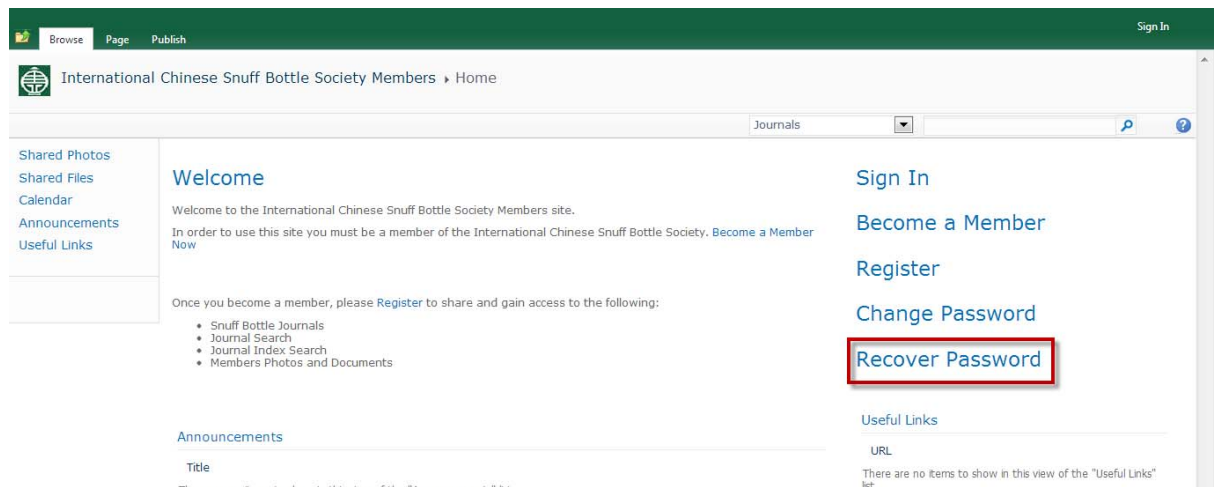
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- Main Content:**
 - Section: Change Password
 - Message: Change Password Complete. Your password has been changed!
 - Button: Continue
- Right Sidebar:** Sign In, Register, Recover Password.

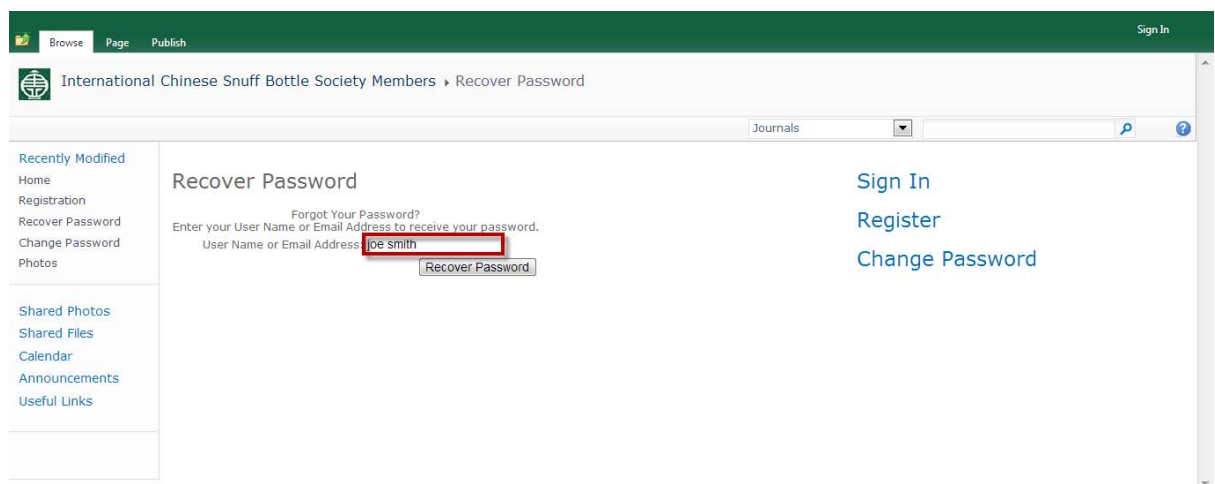
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Recover Your Password

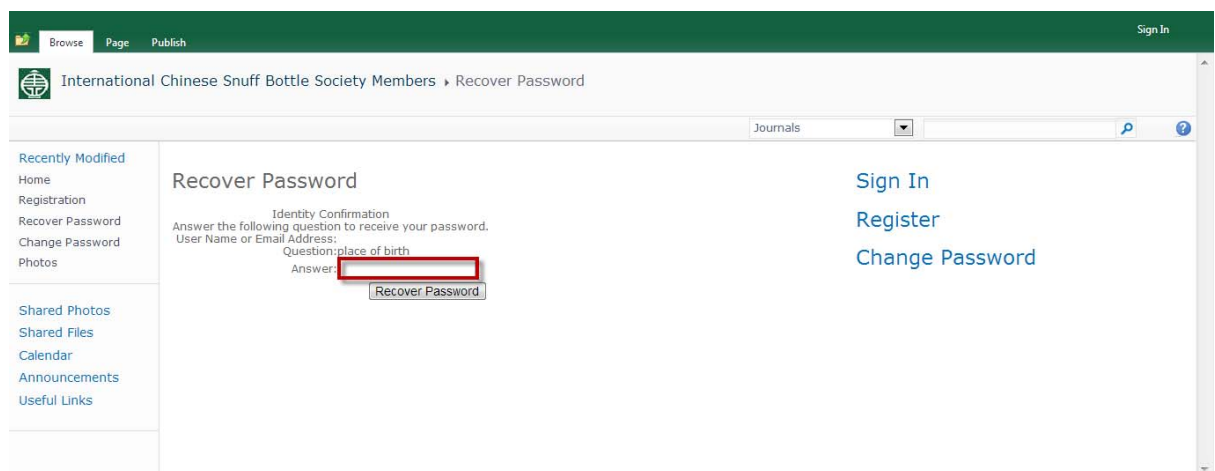
- Open your browser and navigate to <http://members.snuffbottle.org>
- On the home page, on the right hand side click **Recover Password**



- On the next page fill in your registered User Name or Email Address, click **Recover Password**



- Type the answer to your registered security question, click **Recover Password**



- Your password will be sent to your registered email address

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The screenshot shows a web application interface with a dark green header. The header contains the text "Browse Page Publish" on the left and "Sign In" on the right. Below the header, the breadcrumb path "International Chinese Snuff Bottle Society Members > Recover Password" is visible. A search bar with the text "Journals" and a magnifying glass icon is located below the breadcrumb. On the left side, there is a vertical navigation menu with the following items: "Recently Modified", "Home", "Registration", "Recover Password", "Change Password", "Photos", "Shared Photos", "Shared Files", "Calendar", "Announcements", and "Useful Links". The main content area is titled "Recover Password" and contains the message "Your password has been sent to you." To the right of this message, there are three blue links: "Sign In", "Register", and "Change Password".