



Changing your Password

Changing your password on Agoria is straightforward - simply go to the Security tab on the Menu¹.

You must be logged in

But if you are not logged in and have forgotten your Password, go to the top of the webpage and click on the '**Forgot your Password**' link.

This will display the following

Forgotten Password

Request A New Password:

To obtain a new password, you must provide either your registered Username or email address and click the Request New Password button below.

A new password will be created and sent to you by email.

Username:
Email Address:

Enter your e-mail address and click '**Request New Password**' and shortly afterwards you should see an e-mail in your inbox containing your new Password. Use your e-mail address and this Password to login.

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Once you are logged in, you will see your name at the top of the webpage. If you wish to change the machine-generated Password to an alternative, look for the Security Tab on the menu list.

Click on the menu item and it will display your user name and Password characters. Type in your new Password, confirm it and Save Changes.

If the user name is blank you can add one and use this to login as an alternative to your Password.

Profile Security

Default settings for your profile are set by the management of the group (necessary for management and control). You can change your profile. Re-Set your name to one you prefer. This defines the minimum permission required for another logged-in user to see your profile.

Set the others to the same or lower levels depending on your preferences.

¹ This can be a different name on your website