

Creating an Account on the Assembly 2688 Website

In order to provide security so that only Assembly 2688 members have access to private information, a multi-step verification process is required. Yes, this is more complicated than accessing the old website. Please understand that these steps are necessary to prevent anyone other than Assembly 2688 members from gaining access, and are for your security.

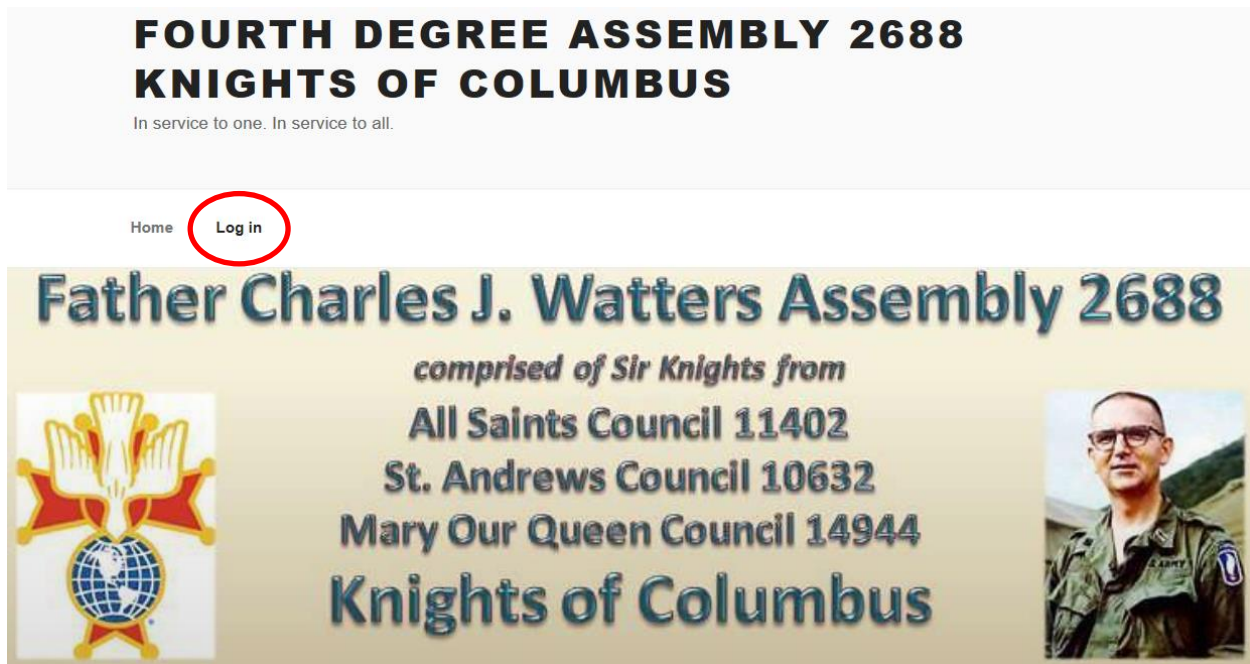
To establish an account, you **MUST FOLLOW THESE STEPS EXACTLY**. You will be locked out otherwise.

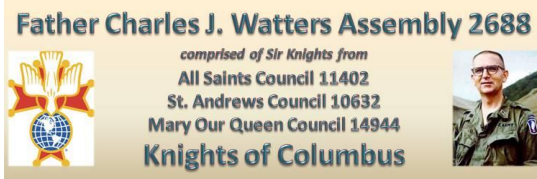
STEP 1: ACCESS THE WEBSITE

To access the new website, click on this [link](#) or type into your browser: kc2688.org. (Note that the new website is **.org**, NOT **.com**.)

STEP 2: CLICK ON LOGIN

On the menu bar at the top, click on **Log In**. Note that this is the **ONLY TIME** you will select **Log In** until after the enrollment process is complete.

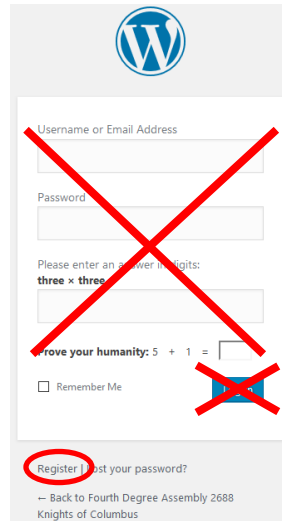




Creating an Account on the Assembly 2688 Website

STEP 3: CLICK ON REGISTER

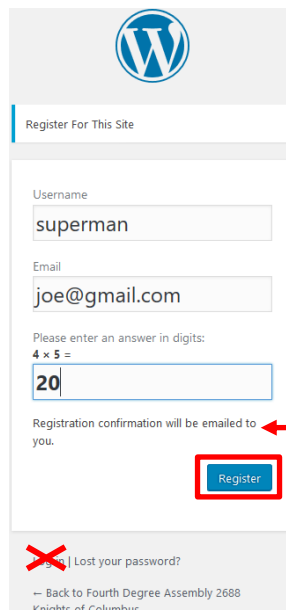
This WordPress access screen will be displayed. **Do not enter anything.** Simply click on the word **Register** at the bottom of the page. (Do not click on Log In. If you do, your access to the site will be blocked.)



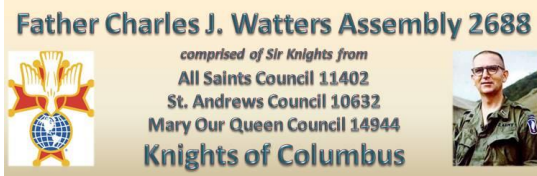
STEP 4: REGISTER ON THE WEBSITE

The WordPress “Register For This Site” screen will be returned. Create a user name you will remember. Make it simple, but it must be unique from any other Sir Knight. User names may not be duplicated (like last name). Enter your email address, then answer the simple mathematical problems in digits (for example: eighteen – 16 = 2). Yes, there will be simple math problems every time you log into the website.

Then, click on Register.



Please note the text that states
“Registration confirmation will
be emailed to you.”

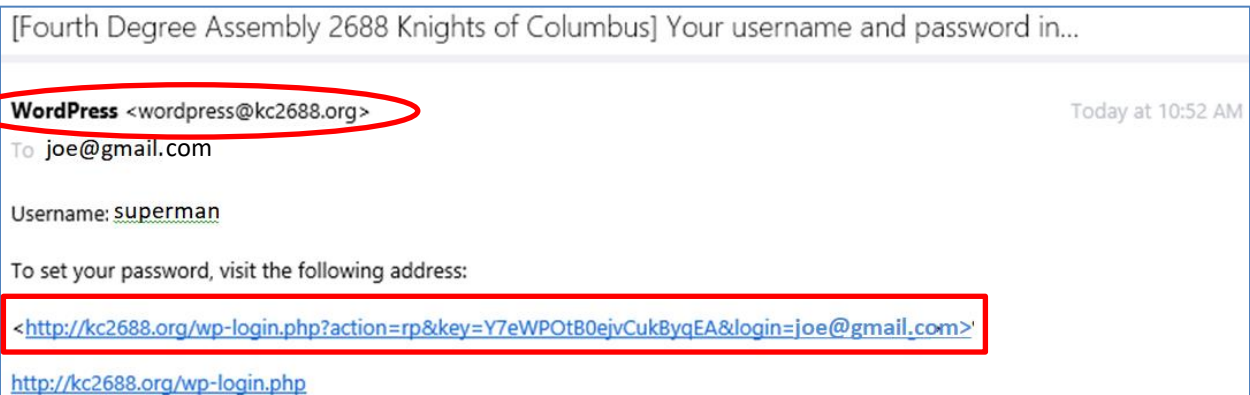


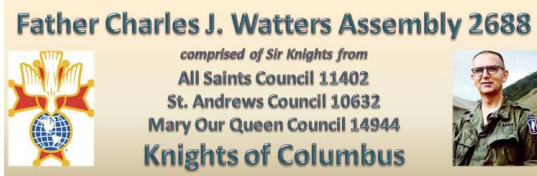
Creating an Account on the Assembly 2688 Website

Note the text at the top which states that "Your registration is pending approval." Until you receive an email confirming your approval, you cannot go any further. **Close this window. Do not attempt to log in.**

STEP 5: RECEIVE EMAIL NOTIFICATION TO CREATE PASSWORD

WordPress will send you an email with the subject "[Fourth Degree Assembly 2688 Knights of Columbus] Your username and password info." Open this email and use the URL provided to access the screen to set your password. Click on the first link to activate your account. (If the link does not work when you click on it in the email, copy and paste it into your browser address line without the brackets <>.)





Creating an Account on the Assembly 2688 Website

STEP 6: CREATE YOUR PASSWORD

The following screen is returned.

Enter your new password below.

New password
mZ@@\$q2jBD%%DIOs
Strong

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

Reset Password

Log in | Register
— Back to Fourth Degree Assembly 2688
Knights of Columbus

Erase the contents of the “New password” field that is displayed, as shown below.

Enter your new password below.

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 ! * ? \$ % ^ & .

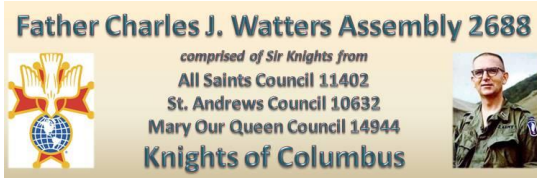
Reset Password

Log in | Register
— Back to Fourth Degree Assembly 2688
Knights of Columbus

Disregard the password hint that states the password must be at least 12 characters and enter a password you will remember. It is ok if the system judges your password as being weak. But, do **NOT** use “password” or a string of sequential (123456) or repeated (222222) numbers.

You can follow these guidelines to create a strong password.

Your password should contain at least six characters that are a combination of letters, numbers and special characters (@, #, \$, %, etc.). Passwords are case-sensitive, so a stronger password contains upper and lower case letters.

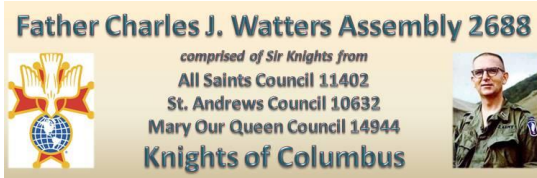


Creating an Account on the Assembly 2688 Website

After entering your password, click on the **Reset Password** button. Do **NOT** Log In yet.

A message will be displayed stating that your password has been reset. **BUT WAIT...do not log in yet.**

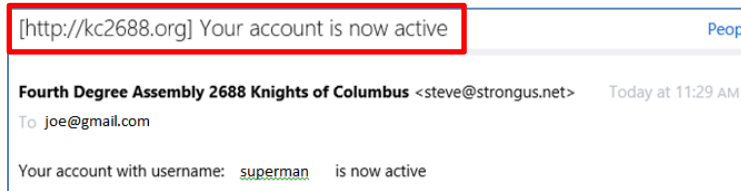
For security purposes, the website administrator **FIRST** must approve your account. This may take 12 – 24 hours, but should be completed much quicker than that. Until you receive an email stating that your account was approved, you cannot go any further. **Close this window. Do not log in.**



Creating an Account on the Assembly 2688 Website

STEP 7: RECEIVE ACCOUNT ACTIVE EMAIL NOTIFICATION AND LOG IN

Once approved, you will receive an email from WordPress with the subject: “[http://kc2688.org] Your account is now active”.



NOW you may log into the site. Go to www.kc2688.org.

Click on **Log In** on the website homepage. Enter your username and password, and complete the math problems. Click on **Log in**.

You now have access to all the member-only functions.

