

Edwin Washington Project

Guest User Informational Sheet

How to register a new user account on the website:

1. Go to the Edwin Washington Project Home Page:
(<https://edwinwashingtonproject.org/s/ewp/page/home>)
2. Click the 'Login' button near the top right side of the navigation bar.
3. Near the bottom of the page you should see "New User Registration"
4. Click on "New User Registration"
5. Fill out the required information, and optional if applicable.
6. Near the bottom of the page you should see "Submit"
7. Click "Submit"
8. The page will redirect to a new page with a message similar to this:
"Thank you for registering. Please check your email for a confirmation message. Once you have confirmed your request and we have confirmed it, you will be able to log in."
 - a. If you do not see something similar to the message in Step 9, please email:
admin@edwinwashingtonproject.org
9. Now go to your email and look for a conformation message from:
admin@edwinwashingtonproject.org
10. Click on the conformation link in the email to confirm your new user registration.
11. Once an Edwin Washington Project Moderator has reviewed and approved your new user you should receive another email confirming your new user is ready to use.
12. Once you receive the confirmation email you will be able to sign in

How to sign in to your user account on the website:

1. Go to the Edwin Washington Project Home Page:
(<https://edwinwashingtonproject.org/s/ewp/page/home>)
2. Click the 'Login' button near the top right side of the navigation bar.
3. Input your login information then click on 'Log in'
4. Once logged in it should redirect you to the Edwin Washington Project home page

How to view your user account dashboard on the website:

1. Go to the Edwin Washington Project Home Page:
(<https://edwinwashingtonproject.org/s/ewp/page/home>)
2. Click the button near the top right side of the navigation bar that should be displaying your name instead of 'Login'

*If you have any other questions or are experiencing difficulties,
please contact us at admin@edwinwashingtonproject.org*

How to log out of your user account on the website:

1. Go to the Edwin Washington Project Home Page:
(<https://edwinwashingtonproject.org/s/ewp/page/home>)
2. Click the button near the top right side of the navigation bar that should be displaying your name instead of 'Login'
3. Go to the "My Account" section
4. Click on the "Logout" button

How to update your user account information on the website:

1. Go to the Edwin Washington Project Home Page:
(<https://edwinwashingtonproject.org/s/ewp/page/home>)
2. Click the button near the top right side of the navigation bar that should be displaying your name instead of 'Login'
3. Go to the "My Account" section
4. Click on the "Update account info and password" or "Update email" button
5. Once your edits are complete press the "Update" button near the bottom of the page