

## Black Hills State University Web Training

Login and Logout

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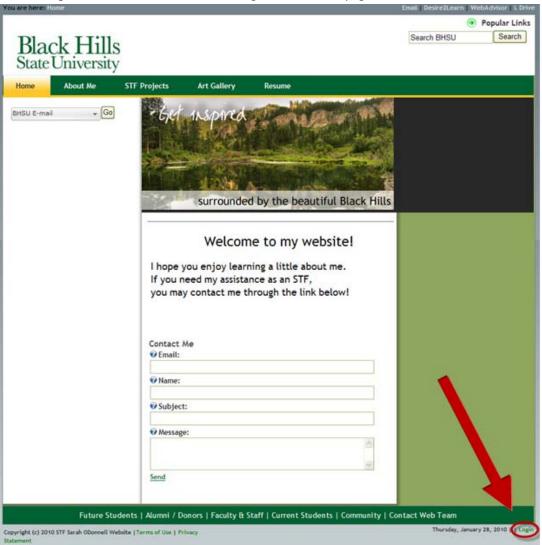
## **How to Login and Logout Help File**

The very first thing you need to do when you want to edit a page is to login. To start the login process...

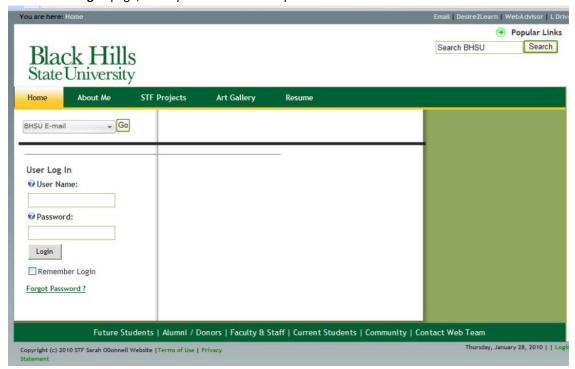
Navigate to the page you wish to edit.
 If you are editing on the main web, go to the specific page and login.

If you are editing a faculty website you need to be on that page to edit it. Navigate to your website first before you log in. Your url (website address) would be something like www.bhsu.edu/FirstnameLastname. For example, www.bhsu.edu/sarahodonnell is my webpage and the page I will use for this demonstration.

2. Click the **Login** button, located at the bottom right corner of the page.



3. On the **User Log In** page, enter your username and password information in the **User Name:** and **Password:** fields.



NOTE: Your username and password should have come to you in an email.

If you did not receive a username and password, send LaNaya Elliott, Director of Internet Development, an email at <u>LaNaya.Elliott@bhsu.edu</u> and she will get them to you. Also if you have forgotten your username and/or password, send her an email. It is helpful to include in your email the url of the page you are trying to login to. If you have forgotten your password, you may try the **Forgot Password?** Option below the login button.



You will see that there is a **Remember Login** option below the Login button. While this seems convenient, it is not best practice. If you choose this option, anyone on your computer would be able to edit your page without you knowing it.

4. When you have your username and password entered, click Login.

NOTE: You will know that you are logged in because your name will be visible in the bottom right corner.



## To Logout of the Website:

It is a good practice to always logout when you are finished editing you website.

1. To logout, click the **Logout** button on the bottom right corner of the webpage, next to your name.



2. You will know that you are logged out when the bottom right corner once again says, Login.