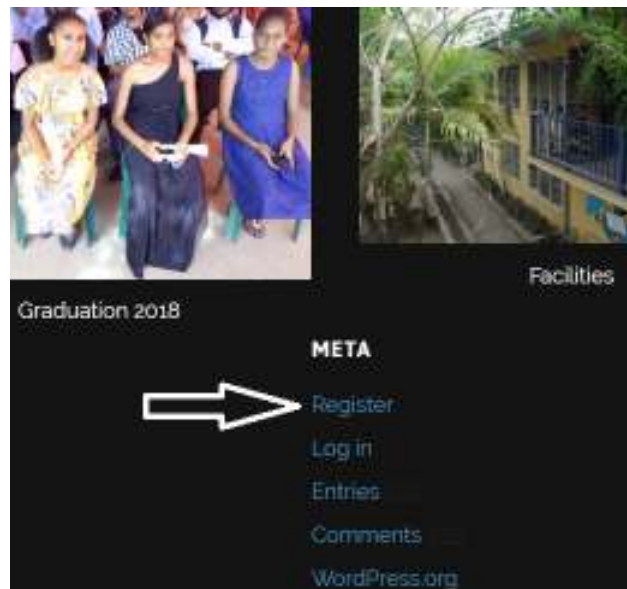


STEPS TO REGISTER USERNAME

1. Go to bottom of main PIMS webpage and click Register link as shown below.



2. The following box will appear after you click the Register link.

Register For This Site

After you register, your request will be sent to the site administrator for approval. You will then receive an email with further instructions.

Username

Email

Registration confirmation will be emailed to you.

Register

3. Next enter your username and email address as shown in the example below and click 'Register'. This request will then be forwarded to the website Administrator for approval.

Register For This Site

After you register, your request will be sent to the site administrator for approval. You will then receive an email with further instructions.

Username

Joe Blow


Email

jblow@gmail.com

Registration confirmation will be emailed to you.

Register

4. Next you should see the panel below showing the confirmation of the username request being sent to the website Administrator

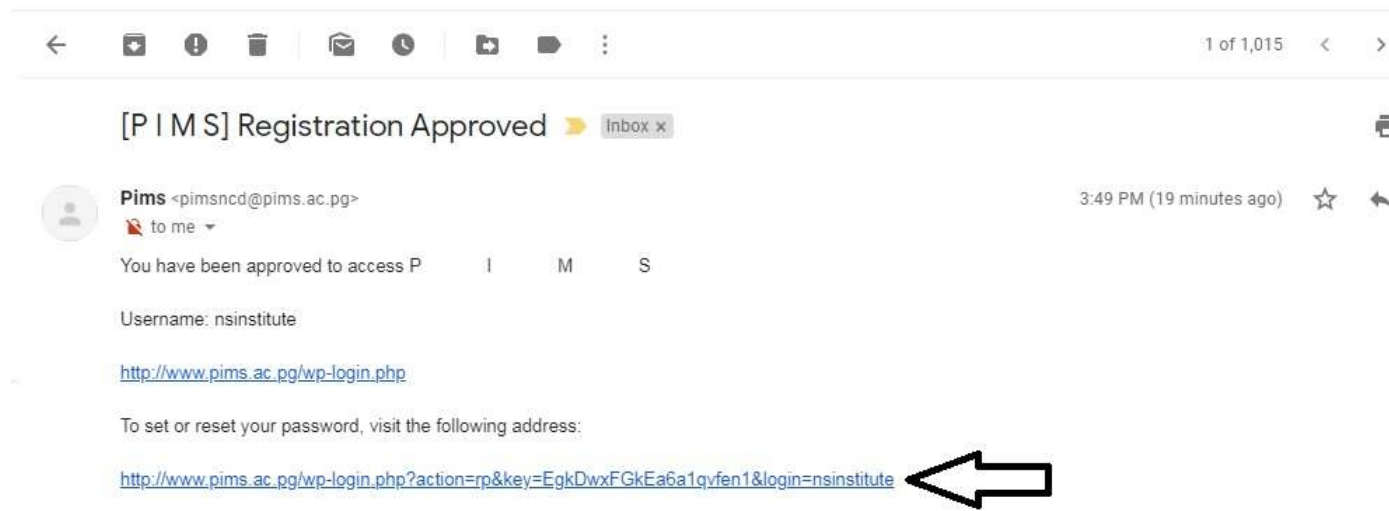


Registration successful.

An email has been sent to the site administrator. The administrator will review the information that has been submitted and either approve or deny your request. You will receive an email with instructions on what you will need to do next. Thanks for your patience.

[← Back to P I M S](#)

5. **IF YOU HAVE PAID THE REQUIRED SCHOOL FEES (SUBJECT FEES)**, the Administrator will approve your username request and you will get an approval notification in your email similar to the one shown below. Click on the link as indicated by the arrow below.



6. After the above step the box below should now appear. If you like the displayed password, this is now your password. Write it down or save it.
- If you do not like the password and want to replace with your own choice, type in your chosen password (taking note that the new chosen password should be at least twelve characters long.
- To make it stronger, use upper and lower case letters, numbers, and symbols like !*?.\$%^&). Click the RESET PASSWORD button.

A screenshot of a WordPress password reset form. At the top is the WordPress logo. Below it is a text input field with the placeholder "Enter your new password below.". Underneath is a box labeled "New password" containing the generated password "GikDAqvP672X8iaO" and a strength indicator "Strong". A hint below the password box states: "Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! * ? \$ % ^ &).". At the bottom of the form is a blue button labeled "Reset Password". At the very bottom of the page are links for "Log in | Register" and "Back to P I M S".

7. After clicking the Reset Password button as in above you should see the box below.



Enter your new password below.

New password

..... 

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

8. The final box you will see is shown below. Your selected Password has now been Resetted and confirmed for all future Logins.



Your password has been reset. [Log in](#)

← Back to P I M S

9. Now that you have a username and password, click the Login link as shown below anytime you want to Log into the PIMS Website.

