CPCL Website Login and First time Usage

- Go to <u>https://cpcltt.com</u>
- Click the Members Menu and select "Forgot Password"
- Enter The email address used for cpcltt.com and click Submit
- Check your email for the password reset email and click the link to set your password for the site.
- Note if you do not get your password reset email in a few minutes, please check your Spam or Junk folder and mark the email as Not Spam

CPCL Website Profile photo and Banner setup

• By default the photo displayed on your profile is taken from the picture of your **gravatar.com** profile if available. This picture is used across all wordpress websites. You can go to https://gravatar.com register/login and set your profile picture there and it will be displayed on the cpcltt.com website as well.

Alternatively you can set the profile picture on the cpcltt.com website directly as below:-

- Go to https://cpcltt.com
- Go to the menu **Members->Login** and enter your email address and password and click **Log In**
- Go to the menu Members->Members List and enter your first name, last name or email address and click search.
 e.g:



• Click your profile in the search results to edit the Profile Picture and Banner

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• From the resulting page you can click the Camera picture as shown in the above picture to change your Profile picture and/or Banner.

The Banner picture needs to be a minimum of 1000 pixels in width and 300 pixels in height. Any suitable image on your computer can be used.

A few sample banners are available below which you can download

by clicking the images below to download the image to your computer and then you can upload to your profile.











