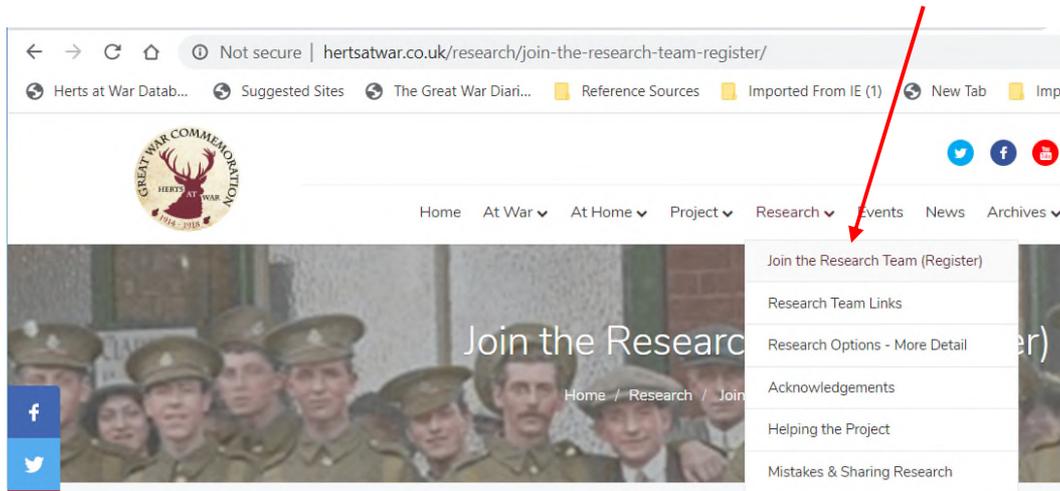




To enter or update the biographies that appear on the Herts at War website you need researcher access to the database.

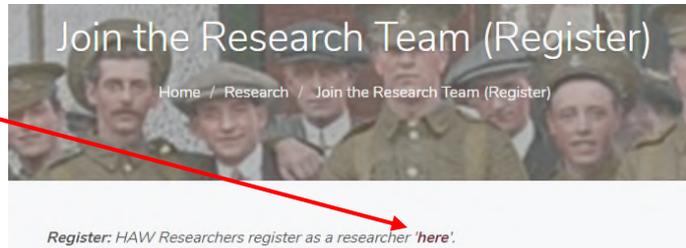
Step 1: Become a Researcher

Visit www.hertsatwar.co.uk: Select 'Research': Select 'Join the Research Team'



Select 'here'

then complete the form that appears.



An administrator will receive the request and will need to approve it. You should be notified when this has been done, but please email jontywild@hertsarwar.co.uk if it appears to be taking too long.

Stage 2: Complete the Registration

Follow the link that you have – you might want to bookmark that or put in into your favourites: <http://database.hertsatwar.co.uk/Account/Logon?ReturnUrl=%2f>,

You can also get to the logon page at any time from the website via the 'Research Login' link on the Research pages.

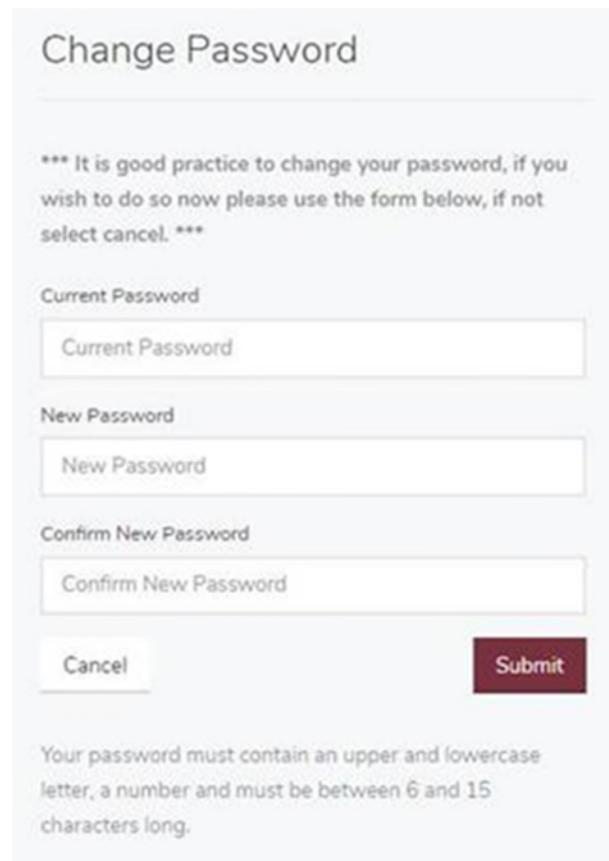
Each of these methods will take you to this screen

In this window enter your email and select forgotten password and an email, then submit.

Hopefully the next step will happen straightaway, but give it overnight if necessary, and if you get no email jontywild@hertsarwar.co.uk.

After the email you will need to change the password to something memorable, although you can follow the procedure for a forgotten password again, if necessary.

Please Note: Whenever you see this window select cancel and it will log you in under your existing password.



The image shows a 'Change Password' form with the following elements:

- Title:** Change Password
- Message:** *** It is good practice to change your password, if you wish to do so now please use the form below, if not select cancel. ***
- Current Password:** A text input field with the placeholder text 'Current Password'.
- New Password:** A text input field with the placeholder text 'New Password'.
- Confirm New Password:** A text input field with the placeholder text 'Confirm New Password'.
- Buttons:** A 'Cancel' button and a 'Submit' button.
- Requirements:** Your password must contain an upper and lowercase letter, a number and must be between 6 and 15 characters long.