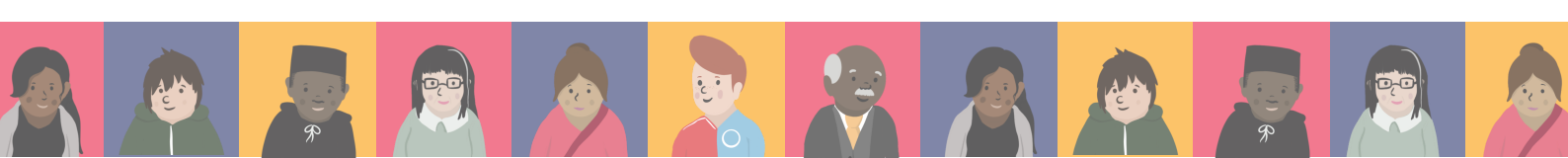


# HOW-TO GUIDE: Volunteer Centre Manchester

Editing password and updating contact details





## This guide will cover:

- \* Editing your password
- \* Requesting a new password
- \* Updating your contact details

## Editing your password:

Editing and requesting your password is very simple.

Once logged in, select 'Edit my password' from the Organisation Menu (to the left of the screen).

### Organisation Menu

[Dashboard](#)

[Our Opportunities & Volunteers](#)

[Add a Volunteering Opportunity](#)

[Help and Support](#)

[Edit my password](#)

[Logout](#)

## Welcome!

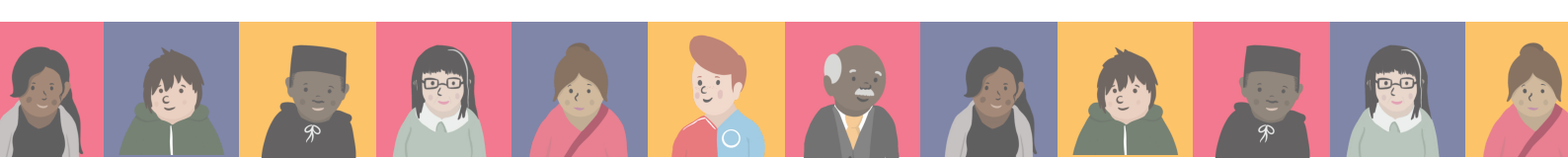
Welcome to Volunteer Centre Manchester.

From this dashboard, you can access everything you need to take advantage of our offer and services.



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This will open the 'edit' tab which will give you the option to change your password.

You will first need to confirm your current password and then enter your new one below in both fields. When you have entered this information, click the save button.

## Edit my password

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[View](#) [Edit](#) [File browser](#)

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**Current password**  
  
Enter your current password to change the *E-mail address* or *Password*. [Request new password](#).

**E-mail address \***  
  
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

**Password**  
  
**Confirm password**

**Password strength:**

To change the current user password, enter the new password in both fields.

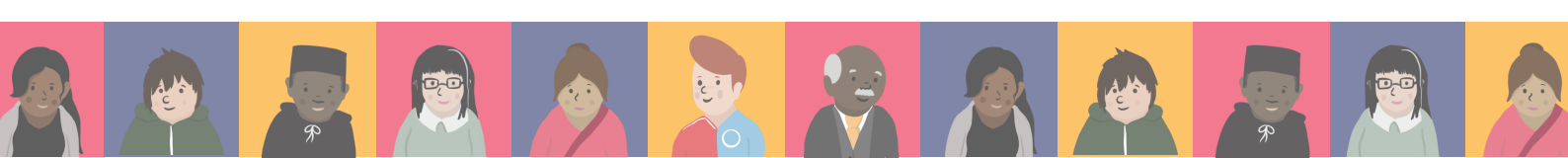
▼ [Comment follow-up notification settings](#)

**Receive comment follow-up notification e-mails**  

All comments ▼

Check this box to receive e-mail notification for follow-up comments to comments you posted. You can later disable this on a post-by-post basis... so if you leave this to YES, you can still disable follow-up notifications for comments you don't want follow-up mails anymore - i.e. for very popular posts.

**Save**



## Requesting a new password:

If you are unable to login or cannot remember your password, you can easily request a new one.

This can be done by either clicking the 'Log in to my account' button to the left of the screen, or by scrolling to the bottom of the page and selecting the Admin Area link.



Then select the 'Request new password' tab.

### User account

**Username \***

Enter your Manchester Community Central username.


**Password \***

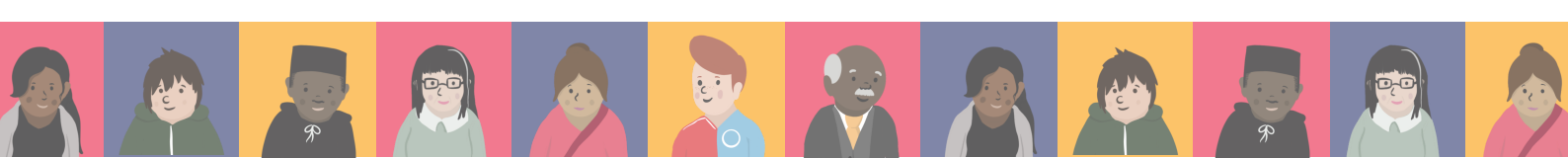
Enter the password that accompanies your username.

**CAPTCHA**

This question is for testing whether you are a human visitor and to prevent automated spam submissions.

☐ I'm not a robot

  
reCAPTCHA  
[Privacy](#) - [Terms](#)



You will be prompted to enter your email address. Once you have have clicked 'E-mail new password', an automated email will be sent to you with instructions on how to reset your password.

[Home](#) » [User account](#) » User account

## User account

[Create new account](#) [Log in](#) [Request new password](#)

Username or e-mail address \*

E-mail new password

## Updating contact details:

If you would like to update your contact details, from your dashboard, click 'Edit my contact details'. This can be done either via the Organisation Menu to the left of your screen or the box located in the centre of the screen.

### Organisation Menu

- [Dashboard](#)
- [Our Opportunities & Volunteers](#)
- [Add a Volunteering Opportunity](#)
- [Help and Support](#)
- [Edit my password](#)
- [Logout](#)

## Welcome!

Welcome to Volunteer Centre Manchester.

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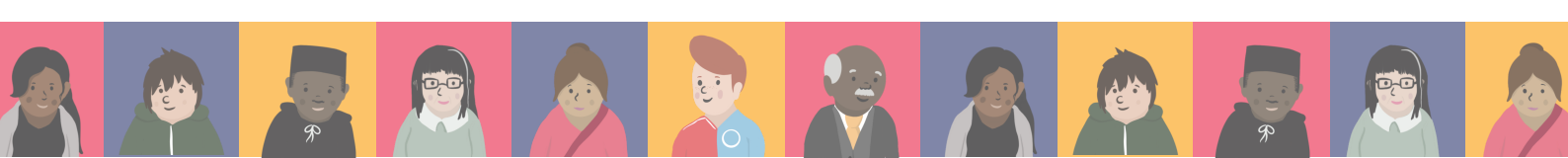
Our Opportunities & Volunteers

Add a Volunteering Opportunity

Help and Support

Edit my contact details

Logout



You will be redirected to a page titled 'Your profile' where you can update any of your contact details and update information about your organisation, including your address and which wards of Manchester you work in.

## Your profile

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**Name Prefix \***

**First Name \***

**Last Name \***

Ms

Your

Name

**Job Title \***

Volunteer Coordinator

**Phone Number \***

0123 564 8971

**Email \***

yourname@domain.com

**Interested in Volunteer Co-ordinators Forum? \***

☒ Yes

☐ No

**Organisation Name \***

**Charity Number**

Remember to click save at the bottom of the page to ensure all of your information is updated.