

MyPlaceMySay Beginners Guide



How to Login

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Logging In

If you have already registered as a user on the website, you will have a User Name and Password. Each time you use the site, you will need to **Login**.

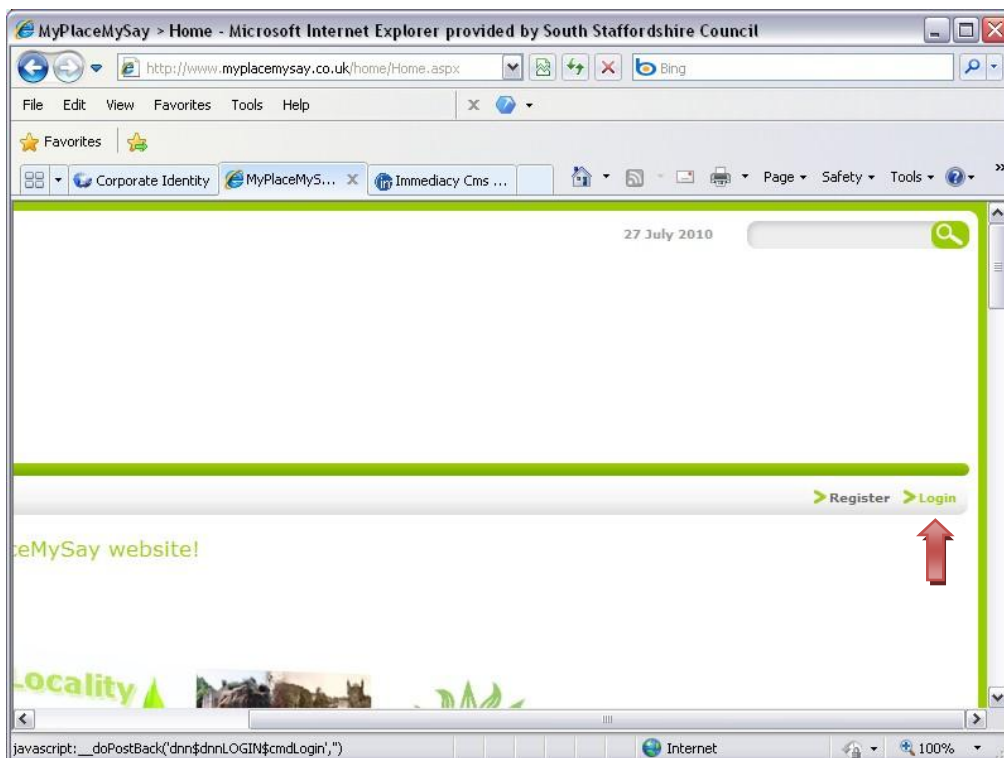
Note: Please remember your username and password, if you do forget them you can click forgotten password to reset.

Remember Login

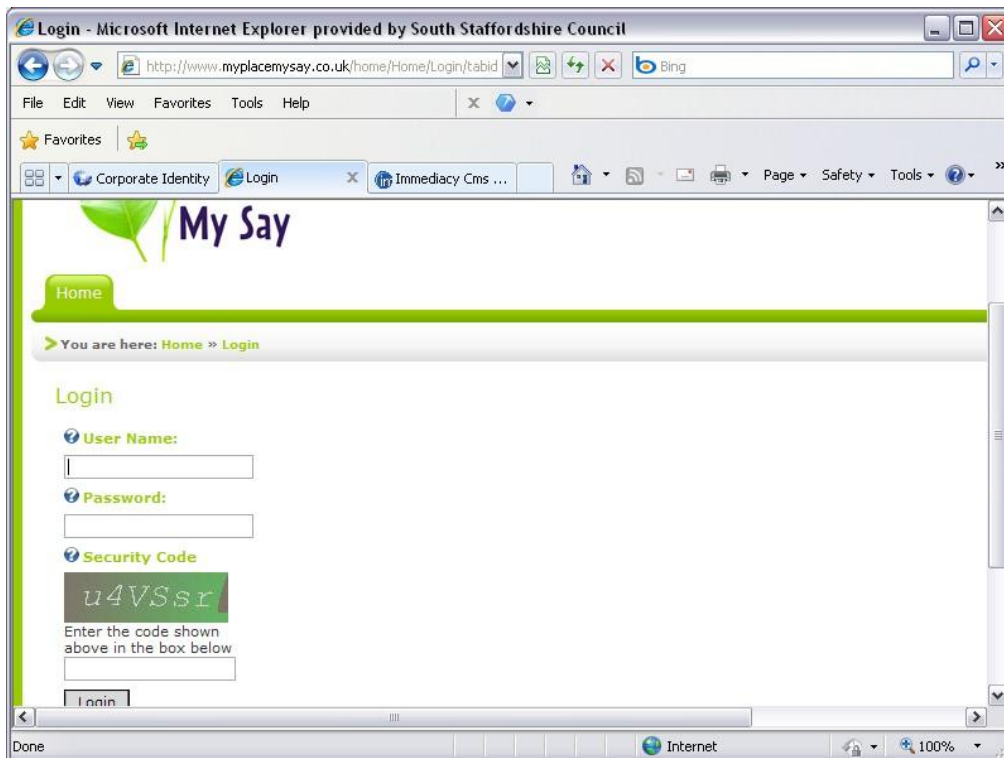
[Register](#)

[Forgot Password ?](#)  (Forgot Password option).

To do this you need to follow the steps below:



Click the **Login** link.



The **Login** page appears.

You will then need to enter both your **User Name** and **Password** that you created earlier. After this you will need to enter the **Security Code** that is displayed when logging in.

Login

User Name:

Password:

Security Code

Enter the code shown above in the box below

Trouble Logging In?

Here are some common problems when trying to login:

- Make sure your password is correct. Passwords **MUST** contain a minimum of 6-8 alpha-numeric characters.
- Usernames **ARE** case sensitive, so when entering your User Name make sure it is exactly the same as the one previously registered.
- Double check your security code. The security code is case sensitive so make sure all the characters are correct.

If you need any more help or guidance with using our website, please contact us at:

Contact

Web Team

Tel: 01902 696140

Email: myplacemysay@sstaffs.gov.uk

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