

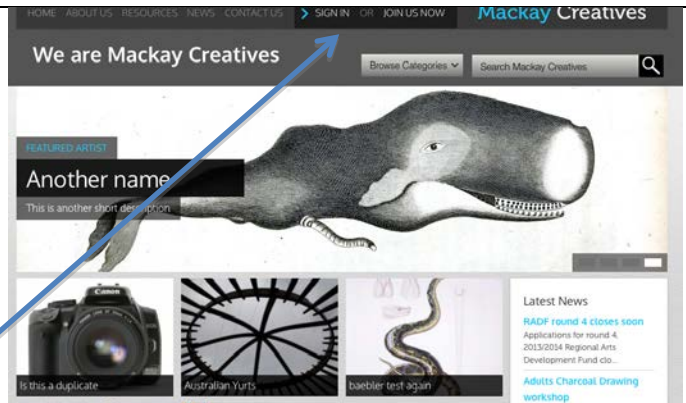
1. How to log in

This enables you to enter your new website shell

1.1- Navigate to the new Mackay Creatives website via the following link:
www.mackaycreatives.com.au

Note: this is a temporary address for this site to allow us to edit our individual sites. Once all of the content has been finalised and the site is ready to go 'live', the address will again be mackaycreatives.com.au.

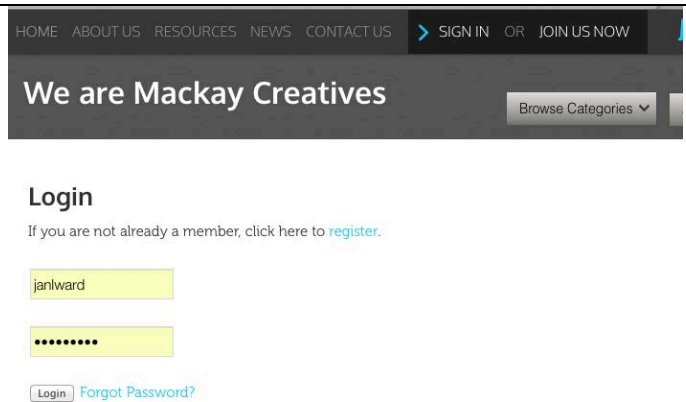
Select > [SIGN IN](#) from the top menu bar.



1.2-Click on the [Login](#) button to log in to your account.

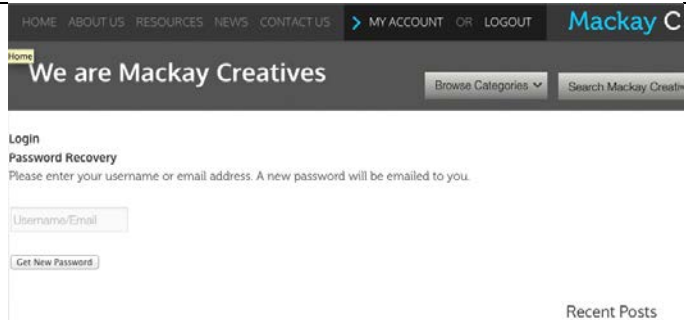
Enter your username in the top field and password in the bottom field.

If you have forgotten your password, you have the option to reset your password. Click on the [Forgot Password?](#) link next to the [Login](#) button.



1.3-This will take you to a new window, which will ask you to enter your username or email address. Once you have entered this information, click on [Get New Password](#) and a new password will be emailed to you.

Open your email account inbox and open the email entitled [[Mackay Creatives Network](#)] Password Reset. Click on the link where prompted.



1.4-Enter a new password where it directs you to then repeat the password in the following field.

Note: The [Strength indicator](#) will let you know how secure your password is. Follow the hints to increase the strength of your password, if required.

Once you have entered your new password twice and are happy with its strength, click on the [Reset Password](#) button.

Click the [Log in](#) link and enter your username and password.

1.5 – This will take you to your **Dashboard** or the ‘back end’ of your website (which only you can see). The Dashboard is where you will build, edit and maintain your new website.

Note: if this is the first time you have logged in to the new website, it will take you to another page (> MY ACCOUNT) which prompts you to create a directory listing. Refer to How To Guide no. 2 - How to create a listing for the Mackay Creatives host page for more information.

