

How to Log In

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1

Visit the Login Page

Click on "Member login" in the menu at the top of the page. Or select "Member Directory"

2

Enter Your Username

Type your name (username) in the "Username" field. This is the name you were registered with and use to log in.

3

Enter Your PIN

Type your 4-digit PIN (Personal Identification Number) in the PIN field. Note that during registration, you may choose to have an empty PIN code.

4

Click Login

Click "Login". You will be able to see your profile and available options in the column to the left.

5

You Are Logged In!

Welcome! You now have access to your profile, messages, and other member functions. Your login time is recorded automatically.

How to Log Out

Logging out is just as simple! Follow these steps:

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1

Click on Logout

Click on "Member Directory" and find your account name there. Or click on "Member login", type your name, and if you are logged in, you can now select Logout.

2

Confirm Logout

Click "Ok" to confirm that you want to log out. Your session ends immediately.

3

You Are Now Logged Out!

You are redirected back to the login page. Your logout time is recorded automatically, and your activity status is updated.

Useful Tips

Remember Your PIN

Keep your PIN private and secure. Do not share it with anyone. If you forget it, ask an administrator to reset it.

Always Log Out

Remember to log out when you are finished, especially if you use a shared computer.

Activity Tracking

Your login and logout times are recorded automatically. This helps track your activity status.

Browser Cache

If you have trouble logging in, try clearing your browser cache or use a private/incognito window.

Contact Administrators

If you have problems logging in or out, contact an administrator for help.

Session Expiration

Your session may automatically timeout after a period of inactivity for security purposes.

What Happens During Login and Logout

Upon Login:

- Your login time is recorded in the system
- You gain access to your profile and member functions
- Your activity status is updated to show that you are active
- You can access messages, the house gallery, and other services

Upon Logout:

- Your logout time is recorded in the system
- Your session ends securely
- Your activity is calculated (total time, number of visits, etc.)
- You are redirected back to the public login page