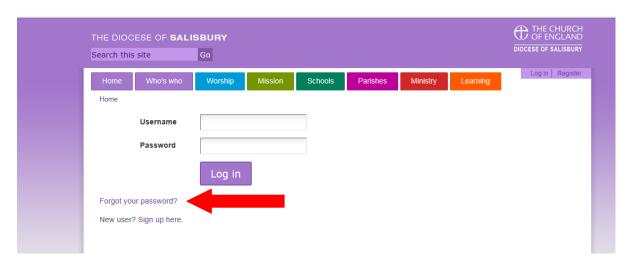
# Online booking – Lost your user name or password?

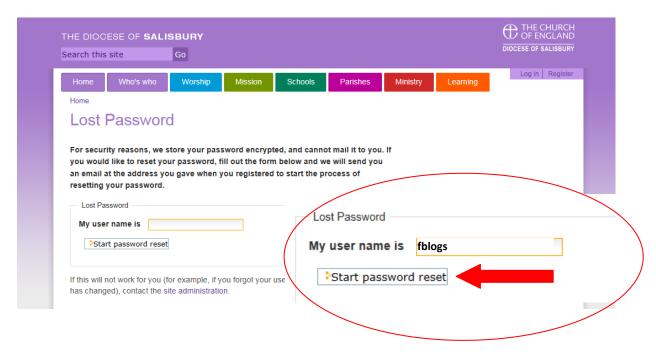
**Step 1** - If you don't remember your **username** please email <u>LDMT@salisbury.anglican.org</u> with your full name. We can then advise your username

(NOTE usernames and passwords are CASE sensitive)

**Step 2** now you have your username – click/press –Forgot your password?

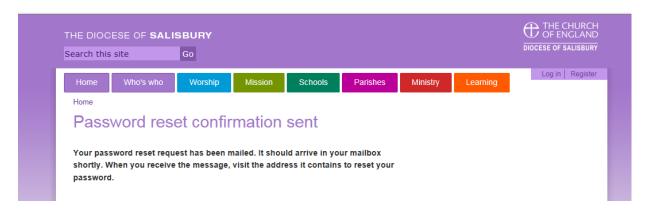


**Step 3** enter your user name (exactly as given) and click –**Start password reset** 

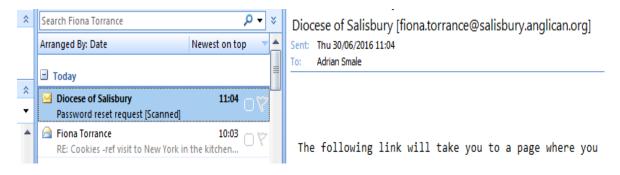


# Online booking – Lost your user name or password?

#### You will now see this confirmation



### **Step 4** -check your email for an email from the Diocese i.e.



#### And click/press the link

The following link will take you to a page where you can reset your password for Diocese of Salisbury site:

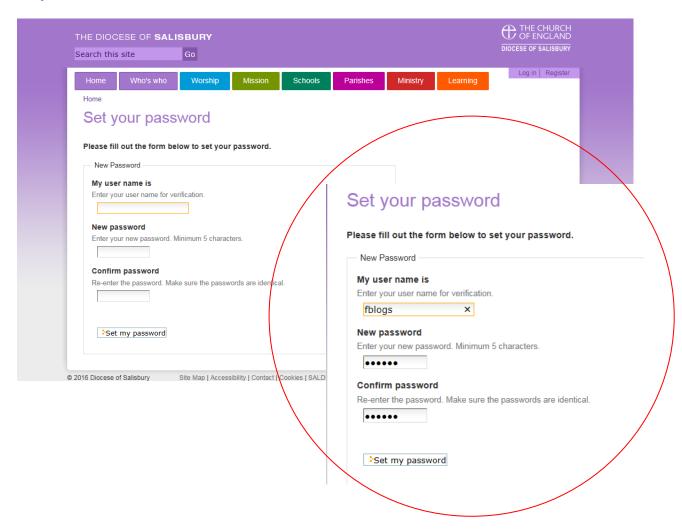
http://www.salisbury.anglican.org/passwordreset/2d4ab4f673edf8d73febc98f9f35a8fb

(This link is valid for 168 hours)

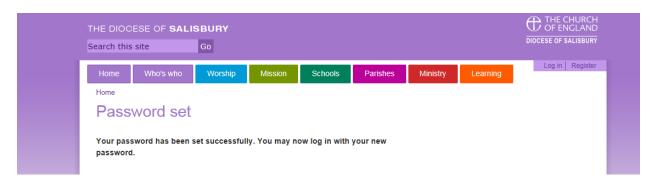
If you didn't expect to receive this email, please ignore it. Your password has not been changed. Request made from IP address 82.23.145.4

### Online booking – Lost your user name or password?

Step 5 -enter your username and then a password twice – Then click/Press Set my password



You will then see confirmation that you have successfully completed



TIP: Now save your username and password somewhere safe for next time

Any questions or if you need any help please contact the office T: 01722 411944