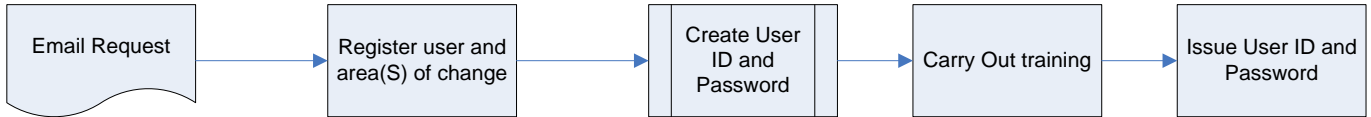


## WEBSITE – NEW USER REQUEST PROCESS

To ensure we properly control the access to the website and ensure those that are granted access have sufficient knowledge and also to know what elements of the site they will be editing the following process is to be used to add new users:



1. An email is sent to [admin@corshamandlacockchurches.org.uk](mailto:admin@corshamandlacockchurches.org.uk) to request website editor access. The information required is:
  - User's Name
  - Contact details (phone number will suffice)
  - User's email address.
  - The areas or pages of the website to be edited.
2. The request will be registered and a User ID and Password requested. *(Currently this will be a request from Brian to Pete).*
3. On receipt of the User ID and password the User will be contacted to arrange a short training session (not more than 1 hour).
4. On completion of the training the User ID and Password will be issued.

Please note: The training session will require either a computer connected to the internet or Internet access available for a trainer's computer. Sessions can be arranged in Church House if required.