

Dear *[League Webmaster]*,

Thank you for becoming part of the My League Online website family. Enclosed in this email, you will find your login credentials and support resources to start updating *[your League's]* website.

Your Login Credentials

Go to <http://my.lwv.org/user>

At the top, you will see a red bar with a username and password field.

Username: *[username]*

Password: *change@me!*

Once you have logged in successfully with this password, please reset it as soon as possible; this password is the default user password for new users. When you choose your password, please keep the following in mind:

- Your password must be at least 10 characters long.
- The best passwords will be really long random strings that you can easily memorize, such as parrots-wedding-green-homunculus. Passwords that combine characters, uppercase, and numbers, such as v0TinGis4maZing, will also be stronger than simple passwords.
- Do not use pet's or children's names and birthdays in your passwords.
- **\*\*When you enter your password into the two fields, they will show as not matching until you complete typing the full password (and they match).\*\***

More information is available at:

- <https://my.lwv.org/mylo/manage-your-user-account>
- <https://my.lwv.org/mylo/how-log>

After resetting your password, you will be able to log in at <https://my.lwv.org/user>.

Your League Site's URL

*[Link to your MyLO site]*

Below are links to your MyLO resources. Got a question? Email us or ask in our MyLO Support Group listed below!

- [MyLO Essentials for Beginners](#) – the best piece of help documentation to introduce you to editing on MyLO

- [Help Documentation](#)
- [Help Videos](#)
- [Join our bimonthly live help sessions](#) - Office Hours on Zoom
- [MyLO FAQs](#)
- [Join our MyLO Support Google Group](#)
- [MyLO info page](#) (including Service Agreement and payment options)

We look forward to working with you!

MyLO