

General Usage Instructions

Executive Summary

The purpose of this document is to outline general usage instructions for the heart2heartprojects.org website.

Table 1: Revision Change Log

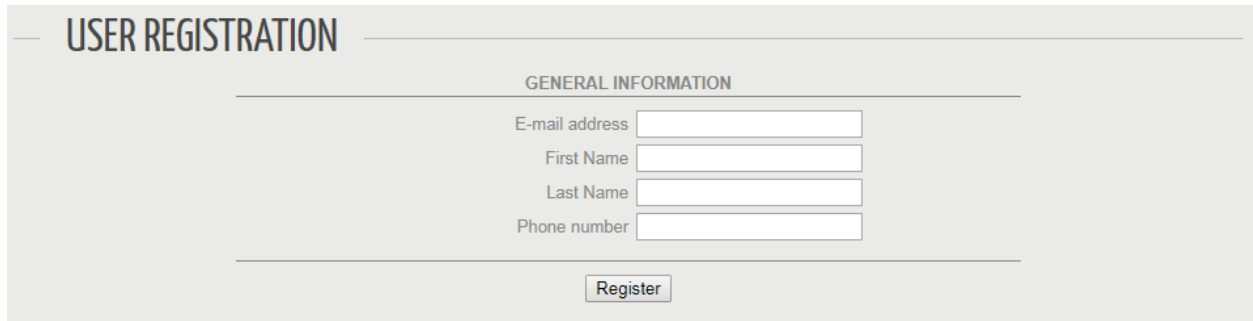
Revision	Date	Author	Description of Change
1	2019-07-16	T. Pappas	Initial Release

1. Registering for an account

To register for an account, open the following URL in a web browser

<http://www.heart2heartprojects.org/register.php>

You will be presented with a page that looks like the following



The screenshot shows a web form titled "USER REGISTRATION". Below the title is a section labeled "GENERAL INFORMATION" which contains four text input fields: "E-mail address", "First Name", "Last Name", and "Phone number". A "Register" button is located at the bottom of the form.

Figure 1: User Registration Screenshot

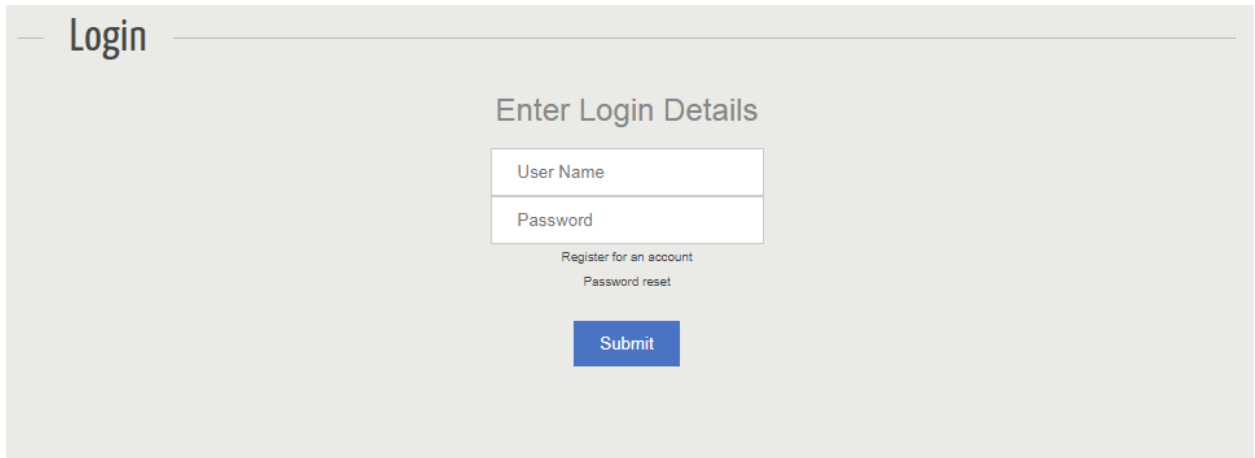
Enter the requested information into the text fields and click the register button. If there are no errors in the information entered, you will receive an e-mail within a few minutes with instructions to complete the user registration process.

2. Logging into the website

To log into the website, open the following URL in a web browser

<http://heart2heartprojects.org/index.php?login>

You will be presented with a page that looks like the following



The screenshot shows a login form with the following elements:

- Header: "Login"
- Section Title: "Enter Login Details"
- Input Fields: "User Name" and "Password"
- Links: "Register for an account" and "Password reset"
- Button: "Submit"

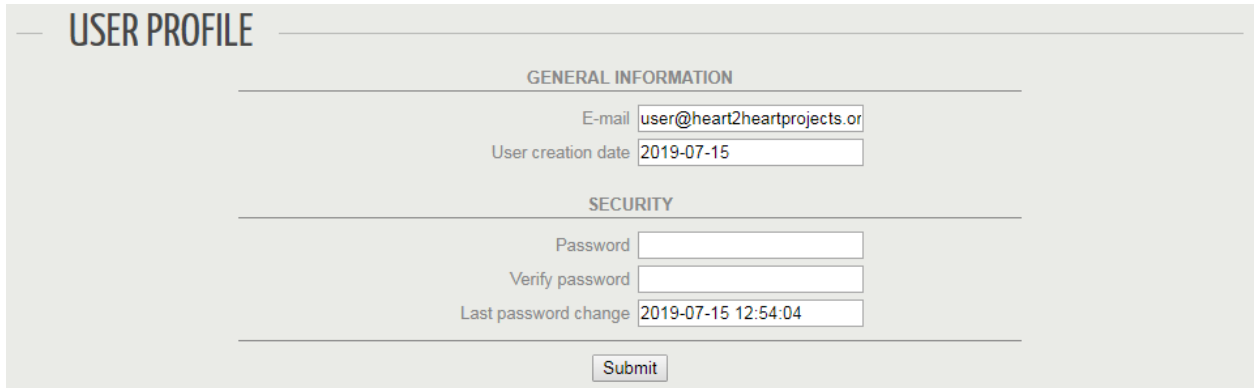
Figure 2: User Login Screenshot

Type the user name and password you received when you registered on the website and click the 'Submit' button to log into the site.

If you've forgotten your password, click the 'Password reset' link shown on this page where you will be asked for your e-mail address. Once you've entered your e-mail address, click the 'Reset Password' button and you'll be sent an e-mail with a reset link.

3. Changing your password

To change your password, log into the website per Section 2 and click the 'PROFILE' menu item at the top. You will be presented with a screen that looks like the following.



The screenshot shows a web interface titled "USER PROFILE". It is divided into two main sections: "GENERAL INFORMATION" and "SECURITY".

GENERAL INFORMATION

- E-mail: user@heart2heartprojects.or
- User creation date: 2019-07-15

SECURITY

- Password: [Text field]
- Verify password: [Text field]
- Last password change: 2019-07-15 12:54:04

At the bottom of the form is a "Submit" button.

Figure 3: User Profile Screenshot

On this page will be displayed the following information

- Your e-mail address
- The date your user account was created
- Text fields to enter a new password
- The date/time when your password was last changed

To change your password, enter your new desired password in the 'Password' and 'Verify password' text fields and click the 'Submit' button. If the passwords match and meet the security requirements, your password will be updated and you will see a success message and will be sent an e-mail confirming the new password.

Password Security Requirements

- Password must be a minimum of 10 characters
- Password must contain at least 1 upper-case letter
- Password must contain at least 1 numeric character