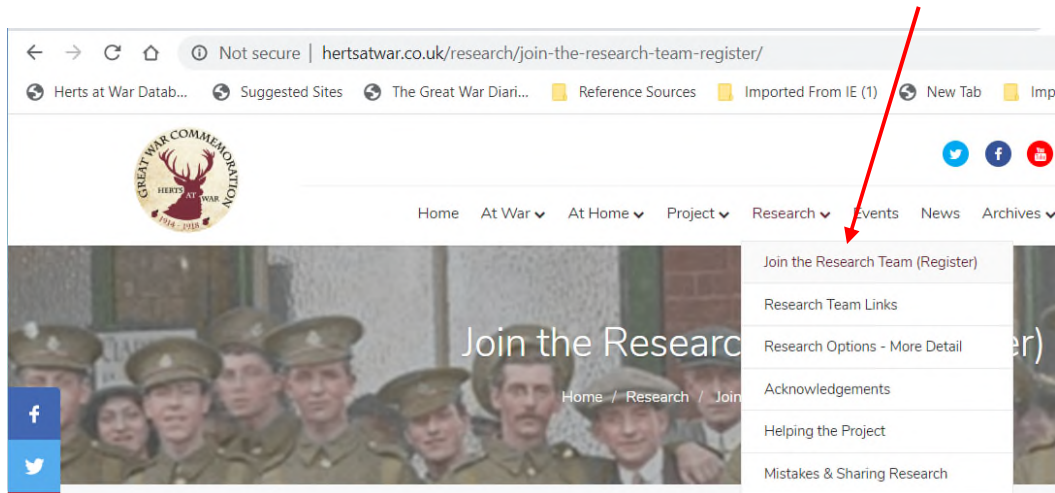




To enter or update the biographies that appear on the Herts at War website you need researcher access to the database.

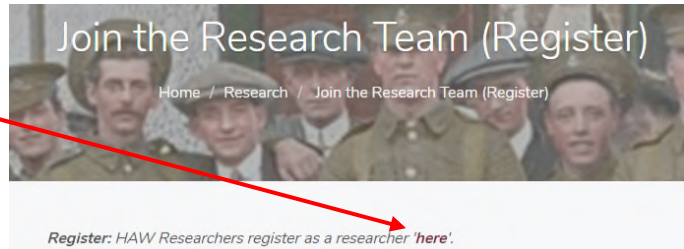
Step 1: Become a Researcher

Visit www.hertsatwar.co.uk: Select 'Research': Select 'Join the Research Team'



Select 'here'

then complete the form that appears.



An administrator will receive the request and will need to approve it. You should be notified when this has been done, but please email jontywild@hertsatwar.co.uk anyway, as that will speed things up a little.

Stage 2: Complete the Registration

Follow the link that you have – you might want to bookmark that or put in into your favourites: <http://database.hertsatwar.co.uk/Account/Logon?ReturnUrl=%2f>,

You can also get to the logon page at any time from the website via the 'Research Login' link on the Research pages.

Each of these methods will take you to this screen

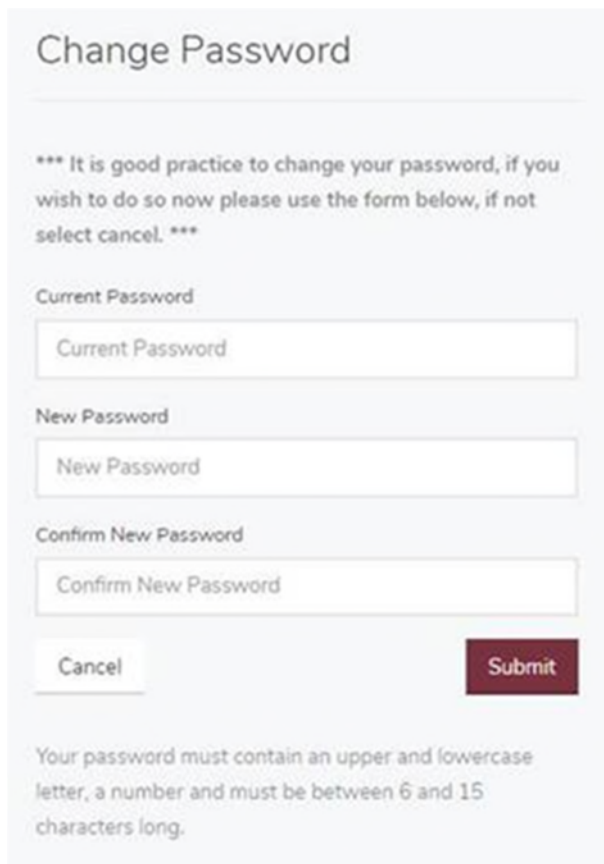
In this window enter your email and select forgotten password and an email, then submit. Hopefully you will receive an email straightaway, but if not give it overnight if necessary, look again and

check you Junk and Span folders and if you do not get the email contact jontywild@hertsatwar.co.uk.

After the email you will need to change the password to something memorable, although you can follow the procedure for a forgotten password again, if necessary.

IMPORTANT NOTES for after you have access.

1. Whenever you see this window when logging in, select cancel and it will log you in under your existing password.



The image shows a 'Change Password' form. At the top, it says 'Change Password'. Below that is a message: '*** It is good practice to change your password, if you wish to do so now please use the form below, if not select cancel. ***'. There are three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Below the fields are two buttons: 'Cancel' and 'Submit'. At the bottom, there is a note: 'Your password must contain an upper and lowercase letter, a number and must be between 6 and 15 characters long.'

2. There is no need to enter your name in the 'Acknowledgments' field, on the bottom of the first research screen called 'Commonwealth War Graves Commission' as the systems recognises you from your log in and adds your name automatically.