

## **First Steps**

### **Help**

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This help article covers [registering](#), [no activation mail](#), [logging in](#), and [forgotten passwords](#).

### **Logging In**

Enter your username and password, and click the [User Login](#) button. If you don't have a username and password, you need to *register* first, so skip ahead to the next section. If you are using a private computer (not one in the Library, for example) you might want to check the little box that says [Remember Me](#). This will save your information, so that the next time you come back to the website, you will automatically be logged in. Remember that it will do that for anyone who uses the computer, not just you, so be careful.

If this is your first visit, you might want to take a few minutes to tell us a little more about yourself by choosing [Edit Account](#) on the [User Menu](#).

### **Registering**

First, please be aware that you do not need to register to view the information on this site. All information that is available on this site is freely available to all visitors, and no registration is required.

However, there are some additional features that might enhance your use of this site that are available only to registered users. Registered users can comment on articles and respond to queries. These features allow you to share your observations, corrections and other valuable information and make these available to future researchers. Registered users can also request email notifications of new content on this site.

Registering is a one time process. The first step is to request an invitation. This step is to make sure

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you care about Roane County and are not just trying to advertise pyramid schemes, Canadian pharmaceuticals or some other SPAM wares. Just send an email to [richard@wvroane.org](mailto:richard@wvroane.org) that includes a brief description of your connection to Roane County. Within a day or so, you will get an email in return with a special link in it. Follow that link to register.

You will be asked for some basic information, like your choice of Username. Your username will be shown to others when you post to the website, so pick something you want to be known as. It can be your name, a nick name, or an online handle that you want to be known as. If you have a personal website that you would like others to know about, enter the URL in the Website field. If you are not in the Eastern Time Zone, you can pick another Time Zone so that times shown will reflect your local time, instead of Roane County time. You will need to specify a password, and enter it twice, to make sure you typed in what you thought you did. There is a disclaimer shown which explains some basic rules for using the site. You need to check the I agree to the above box, and click the Submit button.

The system will show a summary of the information you just entered. If everything looks OK, click on the Finish button. Now, you may log into the system. At first, some things you post may be held for approval before being made available for everyone to see, but in a short while we will verify your account so that your postings will be seen immediately.

### **Forgot Password**

If you forget your password, just click on the [Lost Password?](#) link below the [User Login](#) button. Fill in the form with the same e-mail address you used to register, and it will send an e-mail to that address that will contain instructions that will allow you to get back in.

**Important Note:** If you don't get your password reset e-mail within a few minutes, you might need to check your *Spam* or *Bulk Mail* folder for the message. Sometimes these filters are so aggressive, our mail gets misidentified. If you continue to have problems, please contact us (See the "Problems?" section on the left side of every page) and we can manually reset your account.