

Member Portal Login and Password Reset

The Member Portal can be accessed through CUPE 3904 website at: www.cupe3904.ca or www.cupe3904.com

Username is your Ryerson email address:

Example: michaelcassibo@ryerson.ca

Username: michaelcassibo

If you have lost, forgotten or not received your password, you can reset it by following the instructions outlined below.

Visit the website; select the Member Portal tab (located at the top centre of the menu bar).

- 1) Enter your: Username
- 2) Select: Login
- 3) Select: Lost your password?
- 4) Enter your: Username
- 5) Select: Get New Password
- 6) Check your Ryerson email, you should have an email from WordPress
- 7) Select the link in the email to reset your password
- 8) Delete the information in the New password field and enter a password that you will remember
- 9) Select: Reset Password
- 10) Select: Login

You will be redirected to the original login page; you can now enter your username and new password.

Attached are detailed screen shots that will walk you through the process.

www.cupe3904.ca or www.cupe3904.com



WHAT IS THE MEMBER PORTAL?

Visit the Member Portal for access to import information, documents and news regarding your local. Take a moment to review information for the following: [Calendar \(PDF\)](#), [Important Dates](#), [Bargaining Updates](#), [Benefits](#), [Stewards Reports](#), [Bylaws](#) & [Photo Gallery](#).

Please contact support@cupe3904.ca if you have not received your login credentials.

Username is your Ryerson email address: example michaelcassibo@ryerson.ca

Username: michaelcassibo

Member Portal

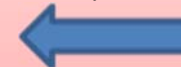
Username

Password

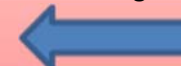
Login

If you have lost or forgotten your password, you can reset it by following the instructions outlined below.

1) Enter your: Username



2) Select: Login





ERROR: The password field is empty.

Username

michaelcassibo

Password

Login with full cupe3904.ca or Wordpress email. [Password is still not working?](#)

Remember Me

Log In

[Lost your password?](#)

[← Back to CUPE 3904](#)

Your screen should now look like this, except your Username will appear.


3) Select: [Lost your password?](#)



CUPE 3904 › Lost Passw × +

cupe3904.ca/wp-login.php?action=lostpassword

QuickBooks Online



Please enter your username or email address.
You will receive a link to create a new password
via email.



Username or E-mail:

[Get New Password](#)

[Log in](#)

[← Back to CUPE 3904](#)


Your screen should now look like this.

- 4) Enter your: Username

- 5) Select: Get New Password


CUPE 3904 › Log In

cupe3904.ca/wp-login.php?checkemail=confirm

QuickBooks Online



ERROR: The username field is empty.

Check your e-mail for the confirmation link.

Username

Password


Login with full cupe3904.ca or Wordpress email. [Password is still not working?](#)

Remember Me


← Back to CUPE 3904

Your screen should now look like this.

6) Check your Ryerson email, you should have an email from WordPress.



Refer to example below.



From: WordPress <wordpress@cupe3904.ca>
To: michaelcassibo@ryerson.ca
Sent: Sunday, December 13, 2015 7:36 PM
Subject: [CUPE 3904] Password Reset

Someone requested that the password be reset for the following account:

<http://cupe3904.ca/>

Username: michaelcassibo


If this was a mistake, just ignore this email and nothing will happen.

To reset your password, visit the following address:

<http://cupe3904.ca/wp-login.php?action=rp&key=VXeZdu9IIA5zgUI0QgdL&login=michaelcassibo>

Your email will be similar to this.

7) Select the link to reset your password.





Enter your new password below.

New password

voM6hkBQnjl8uxK)

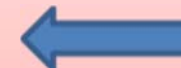
Strong

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &).

Reset Password

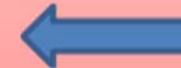
Your screen should now look like this.

- 8) Delete the information in the: New password field and enter a password that you will remember.



All passwords are encrypted and only available to you.


- 9) Select: Reset Password



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cupe3904.ca/wp-login.php?action=resetpass

QuickBooks Online




Your password has been reset. [Log in](#)

← Back to CUPE 3904

Your screen should now look like this.

10) Select: Login



You will be redirected to the original login page; you can now enter your username and new password.