

Member Portal Login and Password Reset

The Member Portal can be accessed through CUPE 3904 website at: cupe3904.ca or 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 listed below;

- 1) <https://cupe3904.ca/wp-login.php?action=lostpassword>
- 2) Enter your: Username
- 3) Select: Get New Password
- 4) Check your Ryerson email, you should have an email from WordPress
- 5) Select the link in the email to reset your password
- 6) Delete the information in the New password field and enter a password that you will remember
- 7) Select: Reset Password
- 8) 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.

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.

- 2) Enter your: Username

- 3) Select: Get New Password


CUPE 3904 › Log In

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

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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.

4) 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.

5) 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

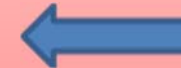
Your screen should now look like this.

- 6) 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.


- 7) Select: Reset Password



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

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

← Back to CUPE 3904

Your screen should now look like this.

8) Select: Login



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