

HOW TO BECOME A MEMBER ON THE SCOV WEBSITE

****You must be a resident of Sun City Oro Valley****

1. On the Sun City Oro Valley homepage on the very top, click on Create an Account
2. You will now be on the Member Register page
3. Complete all registration fields.
 - o This is where you will create your own USERNAME and PASSWORD. Make sure you write this information down somewhere safe.
4. Click on Register.
5. Note the following message in green: "Registration successful. Your account has to be confirmed by an administrator before you can login."
6. Please be patient. This process may take up to 24-48 hours.
7. Once your account has been confirmed, you will immediately receive an email from Sun City Website (suncity@mailcast.net). Subject: Registration Approved.
 - o Make sure to check your SPAM folder if you have not heard back from us within 72 hours.
8. Open the email.
 - o Make a note of your username.
9. Click once on the <http://suncityorovalley.com> link
10. You will now be back on the home screen on the SCOV website.
11. Enter your username and password in the correct boxes.
12. Click once on Log In

WHAT HAPPENS IF I FORGET MY PASSWORD?

1. On the homepage on the top, click on Forgot Your Password
2. Where it reads "Please enter your username or email address. You will receive a link to create a new password via email", enter your username or email in the box.
3. Click on Get New Password
4. A green message will appear that reads Check your email address for you new password.
5. Go to your email.
6. You will immediately receive an email with a temporary password
7. Copy the temporary password
 - a. A quick way to copy this password is to highlight the password and then do CTRL-C
 - b. You will also notice another email come thru alerting you of a password change. You can delete this if you wish.
8. Go back to the SCOV website home page
9. Enter your username and temporary password at the top
 - a. If you did the CTRL-C option when you copied your password, simply place your cursor in the password box and then do a CTRL-P. You should see a bunch of little dots in the password box.
10. Click on the Submit button.
11. YOU NOW NEED TO CHANGE YOUR PASSWORD TO THE PASSWORD OF YOUR CHOICE
12. Hover over words "HOWDY, _____" located in the upper right hand corner.
13. Click on Edit My Profile
14. Scroll down to where it reads "New Password"
15. Click on Generate New Password
 - a. Note: There will be a very long temporary password in the box, and the box will be highlighted. Simply press your delete button once to get rid of this.
16. Type in your password of choice. (Note: If your password is considered "weak", but you don't want to change it, that's ok. Just click on the box that reads "Confirm Use of Weak Password")
17. Click on Update Profile

HOW TO RECEIVE EMAILS FROM SUN CITY ORO VALLEY

1. suncityorovalley.com
2. Move your mouse over News & Info
3. Click on E-News Sign Up
4. Fill in the blanks
5. Check the boxes you wish to receive emails from.
6. Make sure you complete the Security Check
7. Click Sign Up

UPDATING YOUR PROFILE: