

## How to Add a LfolksWiki account

1. Login to the LfolksWiki.
2. In the side Navigation Bar go to the Toolbox section and select **Special Pages**.
3. From the Special Pages menu, select **Log in / create account**. This takes you to the login page.
4. Select **Create an account**. This takes you to the Create account page.
5. Enter the desired **username** (this should be the same username as the user's email)
6. Enter the Library's **default password** in the Password box and again in the retype password.
7. Enter the user's **email address**.
8. Enter the person's **Real Name**.
9. Be sure the *Remember my login on this computer* is not checked and select **create an account**.
10. The account has now been created. Go to the Left Navigation menu and select **Special pages**.
11. Go to the bottom of the page under *Restricted special pages* and select **User rights management**.
12. Enter **username** and select **Edit User Groups**.
13. Select appropriate groups for the user - sysops, bots, bureaucrats, and widget editors are the choices.
14. Click on **save user groups**.
15. Account is now complete. User can now login and change their password by going to the top menu and selecting **my preferences**. There is a change password section.