ACSE web admin team will send password reset link to your email after new user created to change password.

Click on the link in your email, following password reset page should come up. Set your new password and hit Save Password.

Enter your new password below or generate one.
New password
•••••••
Medium
Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! "? \$ % ^ &).
Generate Password Save Password

Once it is set, go to acse web admin page to login – <u>https://acse.org/newacese/wp-admin</u>

Enter your user name or email and new password, you should see the worpresess acse web site admin page like this –



The left side menu has all the tools for you to update the page.

First click Pages (All Pages). In the Pages section, you can all pages of ACSE website that are viewable to all. However you may not be able to edit to all of them. Each local chapter or alumni association admin user should be granted to create or edit their site page. If you are assigned a template page for you, you can search that page. For example, an user dchen2 has been created and granted to edit the page for <u>料</u>工专成州东北分会, type 东北 and hit Search Pages.

Pages Add New				
Hey, I noticed you have been using All in One SEO for some time ~ Syed Balkhi CEO of All in One SEO Ok you deserve it	- that's awesome! Could you p	olease do me a BIG fa	ivor and give it a 5-star rating or	n WordPress to help u
Nope, maybe later				
The Page "Past Events" uses the "/events" slug: the Events Calend	ar plugin will show its calendar	in place of the page		
Edit the Page slug or ask the site administrator to set a different E	vents URL slug.			
Event Tickets does not support ticket sales via third party ecomm	erce plugins. If you want to sel	l tickets with WooCo	nmerce, please purchase a licen	se for Event Tickets P
1 Heads up! Your WPForms license has expired.				
An active license is needed to create new forms and edit existing	forms. It also provides access t	o new features & ad	dons, plugin updates (including	security improvement
Renew Now Learn More				
All (127) Published (126) Draft (1) Ticketed (0) Unticketed (1	127)			
Bulk actions V Apply				
Title	Author		Date	Attend
2019年科工专校友会夏季野餐联谊会盛况空前	Gary Guo	_	Published 2020/04/16 at 3:18 am	_
About	admin_user	—	Published	_

Then the page will show up -

1 Heads up! Your WPForms license has expired.

An active license is needed to create new forms and edit existing forms. It also provides access to new features & addons, plugin updates (including security improvement

F	Renew Now Learn More				
ll (1: Bulk	27) Published (126) Draft (1) Ticketed (0) Unticketed (127) c actions V				
	Title	Author	•	Date	Attend
	— — Chronology of ACSE 2000-2005 Parent Page: Chronology of ACSE – 科工专大事记	James Hu	_	Published 2020/09/04 at 3:38 am	_
	— — Chronology of ACSE 2010-2012 Parent Page: Chronology of ACSE – 科工专大事记	James Hu	_	Published 2020/09/04 at 3:47 am	_
	— — 科工专东北俄州分会 Parent Page: ACSE Local Chapters	David Chen	_	Published 2023/05/27 at 9:28 pm	_
	科工专威州东北分会	David Chen	_	Published 2023/11/10 at 9:10 pm	_

Click on the link for <u>科工专威州东北分会</u>, then the Word Press Editor for the page will show up:

科工专威州东北分会
Permalink: https://www.acse.org/newacse/?page_id=6145
Edit with Elementor
💁 Add Media 🔲 🔄 Add Form 🕡 륝 Add a Poll, Survey, Quiz or Form
Paragraph \checkmark B I \coloneqq 46 \rightleftharpoons \doteq \doteq 0 \blacksquare
科工专威州东北分会于5/13/2023在Appleton市举行了成立大会。共12名创始会员参加了本次活动。
会长:黄敏
 秘书长:李敏 财务:肖黎
联系 -
黄敏: Rosemaryh525@gmail.com
李敏: limin0644310@gmail.com 肖黎: Cisv8736@gmail.com
insert picture here:

You can use default Work Press editor to edit the page, or Click or the link Edit with Elementor to edit the page. Elementor is just a plugin that can be used to edit pages more efficiently. You don't have to use that.

Change the text of your page as you wish, after you done with the change, hit the "Update" button to save the changes. Then you should be able to see your changes if you open another tab to view https://acse.org/newacse and go to your pages. The changes you made should be reflected after you hit the Update button.

To insert a picture, hit Add Media, then hit "Select Files". Your local computer folder/file selection should show up. Select your picture (hit Open), your picture will be uploaded to ACSE WP site. Depending on the picture size, it may take some to upload if picture is large. You can Load more to insert more pictures. Then you should hit the blue button on the lower right corner "Insert into page" (the picture you uploaded should be checked already)

Add media

Upload files	Media Libr	ary				
Filter media						
All media it	ems 🗸	All dates	~			

Showing 1 of 1 media items







You can move your picture in the page to place it in the right place. Here I am using one example and place it under " insert picture here:"

Edit with Elementor
Add Media 🔲 🔄 Add Form 🖌 🛃 Add a Poll, Survey, Quiz or Form
Paragraph v B $I \coloneqq 46 \supseteq \pm 22$
科工专威州东北分会于5/13/2023在Appleton市举行了成立大会。共12名创始会员参加了本次活动。会上还决定成立
会长: 黄敏 秘书长: 李敏 财务: 肖黎
联系 -
黄敏: Rosemaryh525@gmail.com 李敏: limin0644310@gmail.com 肖黎: Cisy8736@gmail.com
insert picture here:
All PARTY AND

http://www.acse.org/newacse/wp-content/uploads/2023/11/Blue-Modern-Webinar-Event-Flyer-pdf-232x300.jpg

Now hit the Update button on the right side. Your change is saved. Let's go to <u>https://acse.org/newacse</u>, and Members => Local Chapters=> <u>科工专威州东北分会 (Wisconsin Green Bay Area)</u>

The picture I uploaded is in the page. Feel free to remove it and replace it with you real picture –



The Association of Chinese-American Scientists and Engineers 美国华人科学家工程师专业人士协会

科工专威州东北分会

科工专威州东北分会于5/13/2023在Appleton市举行了成立大会。共 班子:

会长: 黄敏 秘书长: 李敏 财务: 肖黎

联系 -

- 黄敏: Rosemaryh525@gmail.com
- 李敏: limin0644310@gmail.com
- 肖黎: Cisy8736@gmail.com

insert picture here:

