

How to Get Your TRU WordPress Site

Picking a Domain Name

It is important to give careful consideration to your site's domain name. *Your site domain name is not changeable!* Below are some tips for picking the best domain for your website.

- Use keywords in your domain name
- Keep your domain name short
- Make it easy to pronounce and spell
- Avoid hyphens when possible
- Keep it unique and brandable

Keep your domain name in mind, you will need it soon.

Signing up for a Trubox site

If you **do not** have a username and password for <https://trubox.ca> then

1. Go to: <https://trubox.ca/wp-signup.php>
2. Fill in the **Username** and **Email Address** fields (registration is limited to @mytru.ca and @tru.ca email addresses).
3. Click **Next**

You will be taken to a new form where you will be asked to choose your sites domain and title.

4. Fill in the **Site Domain** field – it may default to your username; I recommend you use something different and remember this cannot be changed
5. Fill in the **Site title** field – this is changeable!
6. Select your sites privacy settings – these can be updated in the site's settings
7. Select the template you would like to use from the *Pick a Template for your new site* drop-down list – the theme can be changed in the site's settings
8. Click **Signup**

If you **have** a username and password for <https://trubox.ca> then

1. Sign in at: <https://trubox.ca/wp-login.php>
2. Go to: <https://trubox.ca/wp-signup.php>
3. Follow steps 4-8 above

You will receive an automatically generated email with a site activation link after you click the link you will receive another automatically generated email with your login credentials. I recommend you change your password to something you will remember!

To change your password:

1. Sign in at: <https://trubox.ca/wp-login.php>
2. Click your username in the top right corner of the screen and select **Edit profile**
3. Scroll down to the *Account Management* heading and click the **Generate Password** button
4. WordPress will generate a password for you, if you want delete this password and enter your own
5. Scroll to the bottom of the screen and click **Update profile**

You will receive an automatically generated email notifying you that your password has been changed!

Pro tip: When you visit your Trubox website and you want to login to edit it simply add /login to the end of your url and hit the enter key. For example, <https://domain.trubox.ca/login> (You can also sign in at: <https://trubox.ca/wp-login.php>)