

How to Get Your TRU WordPress Site

Please note: Even though WordPress sends you an email notification right away It can take up to two days for your site to be cloned. If after two days you site is not displaying properly please email learningtech@tru.ca with your sites URL and the template name you selected, we will take the necessary steps to repair the 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

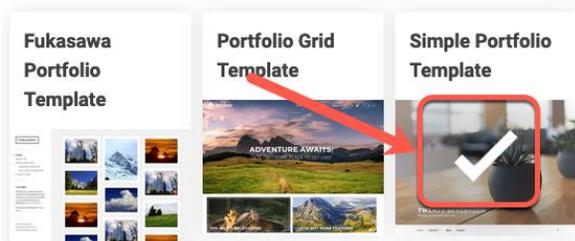
1. Go to: <https://trubox.ca/wp-signup.php>
2. Fill in the **Username** and **Email Address** fields (registration is limited to @mytru.ca and @tru.ca email addresses.
3. Click **Next**

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 a site template** from the list of templates provided – the theme can be changed in the site's settings.

Be sure to click the template's thumbnail (image) and ensure there is a

checkmark on the thumbnail.



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>)