



THE WEBSITE SCHOOL

ALL THOSE PASSWORDS!

WEBSITESCHOOL.COM.AU

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DOMAIN REGISTRAR

When you register your domain/s, you'll get an email from your 'Domain Registrar', e.g. Crazy Domains, Net Registry, Melbourne IT or whoever you registered your domain through.

The details in that email are important so keep them in a safe place and file them properly! A good location may be with your business registration/ABN details.

Note the details here, or if easier, print a copy of the email/s and attach. Make a note of the expiry date in your diary and don't ignore the reminders!!

If you have multiple domains, it may be easier to keep information in a spreadsheet and attach here (or at least keep a note of where that information is!).

Domain Name			
Registrar			
Date Registered		Registered for # years	
User Name			
Password			

HOSTING

This is where your website 'lives' and may be the same company that you've used for registering your domain.

You will most likely have 'cPanel' access and this is the password you need to keep here. You may never need to use it, but your web developer will!

You will need to have access to your domain registration details (see above) in order to change where your website is hosted.

Hosting company	
cPanel URL	
cPanel User Name	
cPanel Password	

EMAIL

You may use gmail, or some other email provider, but if you have email addresses connected with your website domain, keep a note of them here.

Email address	Password

WORDPRESS

Important to keep track of who has access to your site! If it's not Wordpress, you still need to keep track. Make a note of who has access to your site and make sure you always have an administrator account.

Login URL	
User Name	
Password	

FTP

Probably not entirely necessary provided you have cPanel access, but you may have an ftp account too.

Hostname			
User Name			
Password			
Port		FTP	SFTP

ANALYTICS & WEBMASTER TOOLS

These are usually connected with a gmail email account, or your web developer may have it arranged so you receive reports, or access your dashboard via their accounts.

Email	
Password	

ANY OTHER PASSWORDS

Use this space to keep a note of any other passwords you may have, e.g. plugins, themes, Paypal, etc etc etc.

YOU CAN (AND SHOULD) REVISIT THIS REGULARLY!