

Getting Started

A practical guide for HR Users

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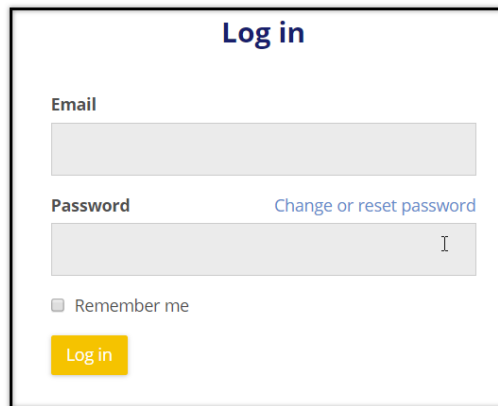
HOW TO ACCESS

1.01 Initial Password

Your initial password will be emailed to you

1.02 Registration Process

- Enter the confirmed URL into any browser
- Enter your email address and the password into the log in screen



The screenshot shows a login form with the following elements:

- Log in** (Title)
- Email** (Label) with a text input field below it.
- Password** (Label) with a text input field below it. To the right of the password field is a link that says "Change or reset password".
- Remember me (checkbox label)
- Log in** (Yellow button)

- Accept the Data Protection Policy. **You will be unable to progress without acceptance.** If you have questions or concerns, please use the chat function to obtain assistance
- Bookmark the website address for future convenience
- For security purposes log back in and select 'Change or reset password'. You will be sent a link by email to reset a personally chosen, secure password.