



Summary

When logging into Version 6 for the first time, users may need to reset their password.



Reset Password: on Login Screen

If a password has not been provided, you can reset it here:

- Click on **FORGOT PASSWORD**
- In the popup window:
 - Enter your email address.
 - Click **SEARCH**

The new password will be sent to your email account.

- Check your email & click the link in the email.
- Login and enter the code provided in the email.
- Choose a new password.
- Click **CONTINUE**



Tip: A user account must be created with the user's valid email address.

Initial Login: on Login Screen

Enter the URL provided by your administrator.

- Enter login ID and password.
 - Click **START**
- If you are a member of multiple user groups, select your desired user group and click **START** again.
 - The system will now open to your account.



Tip: Your user ID and password from Version 5 may work for logging into Version 6.