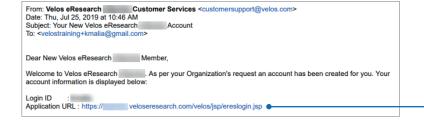


# Logging In

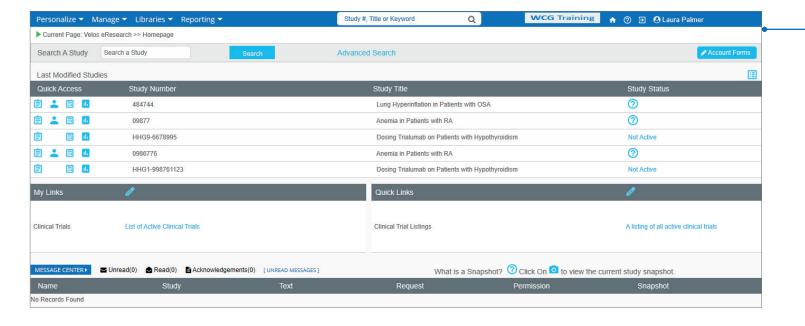


#### 

#### **Invitation Emails**

To login to the system, users will receive two system generated welcome emails. The first will contain the login ID and application URL, the second will contain the user's password, e-signature and application URL. Click on the application URL to access the Login screen.



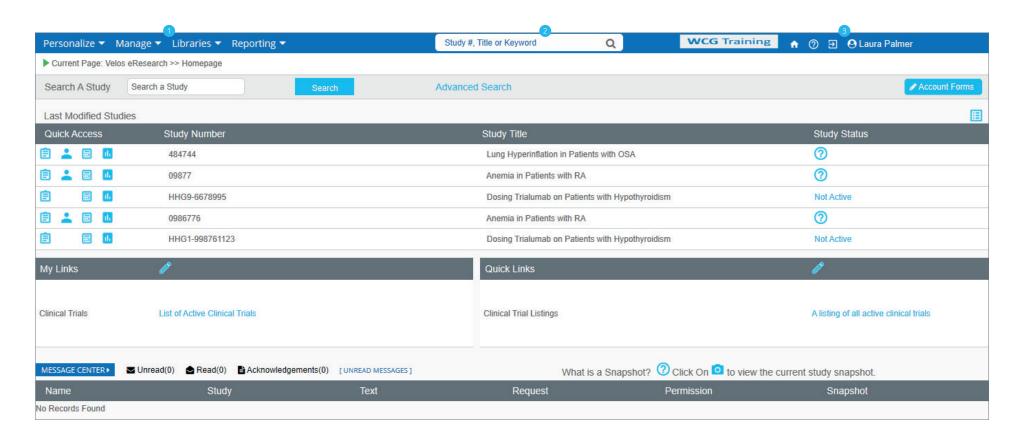


## Logging In

Users enter the provided Username and Password into the Login screen. Click **Login** to be taken to the default homepage.



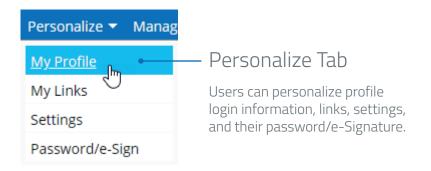
### Navigation



- 1. **Navigation Menus** Allows users to navigate through out the system. Each page is filed under the menu tabs.
- 2. **System Search Bar** Allows users to search for virtually any specific information, forms, and other data in the system by typing a keyword and clicking the magnifying glass.
- 3. **Home, User Guide, and Logout buttons** Allows users to return to the system homepage, open the User Guide, and Logout.



# System Personalization



#### Settings

On the Settings tab, users have the ability to change their default homepage to easier navigation depending on the user's assigned tasks.



#### My Profile

Users can change their Password and e-Signature, if needed, on this tab.

Note: this does not apply to single sign-on users.

