

1. How to Create and Manage Your Account

Overview: Learn how to create and manage your user account to access the Help Desk ticket system and track your requests.

Steps:

1. Creating an Account:

- Click on the "Sign Up" button on the login page.
- Enter your first name, last name, email address, and create a secure password.
- Verify your email by clicking the confirmation link sent to your inbox.

2. Logging In:

- Enter your registered email and password on the login page.
- Click "Login" to access your account.

3. Resetting Your Password:

- Click the "Forgot Password?" link on the login page.
- Enter your registered email and follow the instructions sent to your inbox to reset your password.

4. Updating Your Profile:

- Navigate to your account settings.
- Update your personal information and click "Save Changes."

Related Articles:

- [Troubleshooting Login Issues](#)
 - [How to Update Your Contact Information](#)
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