



UNIVERSITY OF
REGINA



eIDEAS

**User Guide to:
Register, Log In, Forgotten Password, & Log Out**

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1. Registering as a New User

- 1) If you do not have an account, go to the Register page by clicking on “Register” in the top right of the screen OR by clicking “Register as a new user” near the bottom of the log in page. The login page and where to click are shown below.

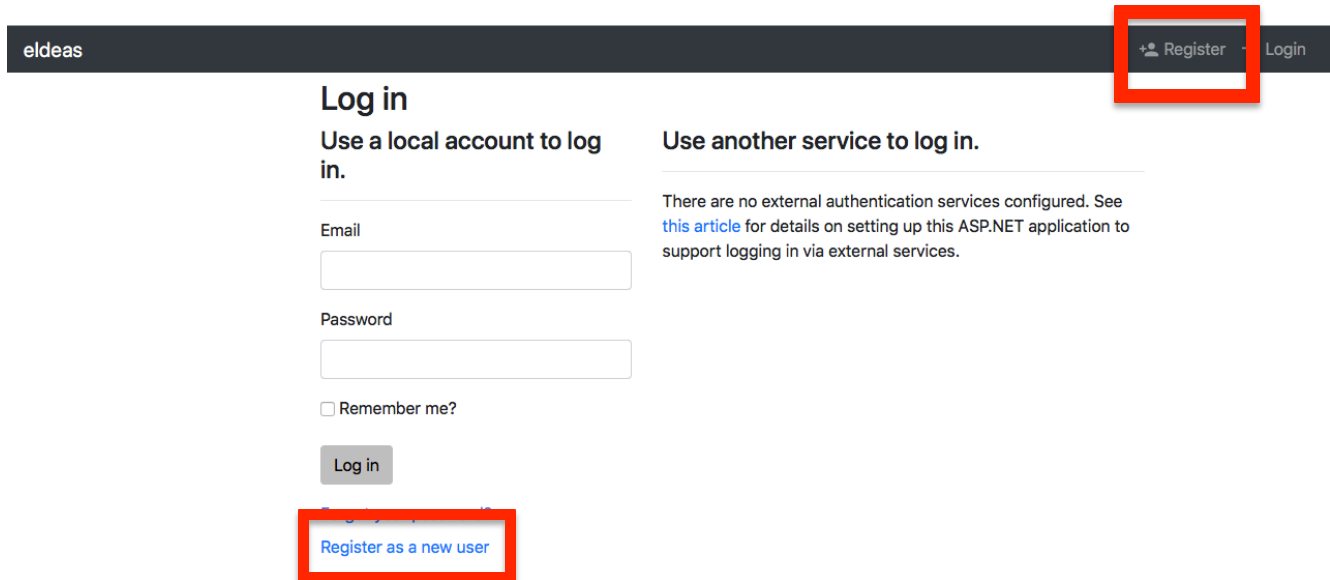
The image shows a web application interface for 'eldeas'. At the top, there is a dark navigation bar with the 'eldeas' logo on the left and a 'Register' button with a user icon on the right. Below the navigation bar, the main content area is titled 'Log in'. It is divided into two columns. The left column, 'Use a local account to log in.', contains input fields for 'Email' and 'Password', a 'Remember me?' checkbox, and a 'Log in' button. Below these is a link that says 'Register as a new user'. The right column, 'Use another service to log in.', contains a message stating that no external authentication services are configured and provides a link to an article. Two red rectangular boxes are drawn on the image: one around the 'Register' button in the top navigation bar and another around the 'Register as a new user' link in the login section.

Figure 1-1. Login Page: Register Links

- 2) Once you are at the Register page, shown in Figure 1-2, fill in the following information:
 - a. First and Last Name
 - b. Team; For example, Human Resources
 - c. Role; Either Team Member or Manager
 - d. Email Address
 - e. A Profile Picture (This is optional and not required)
 - f. A Password that consists of:
 - i. At least 6 characters;
 - ii. At least 1 non- alphanumeric. For example “!”;
 - iii. At least 1 uppercase letter (‘A’-‘Z’); and
 - iv. At least 1 digit (‘0’-‘9’)

You will need to retype this password into Confirm Password.

NOTE: If there are any issues with any field above, you will not be registered, and an error message will be shown with the problem. Also, all fields are mandatory other than uploading an image. An example of an error is shown in Figure 1-4

- 3) To select a team and role, click on the list, and a list of options will appear. Select which one is most appropriate for you. This is shown in Figure 1-3.
- 4) To upload an image, click the “Choose File” button and select an image from your computer. A red box in Figure 1-2 below shows this button.
- 5) When all fields are filled out, press the “Register” button at the bottom of the page; a red box in Figure 1-4 below shows this button.

- 6) If there are no problems, your account will be created and you will be able to use the site properly.

eldeas Register Login

Register

Create a new account.

First name

Last name

Team

Role

Email

Image
Choose File (Optional)
no file selected

Figure 1-2. Registration Page

eldeas Register Login

- Continuous Improvement
- Business Analysis
- Portfolio Management
- Risk & Quality
- Data Quality
- Information Management/Services
- Data Warehouse
- Records Management
- Health Registries
- Legal & Policy
- IT Security/Risk Management
- Privacy
- Access Management Services
- Communications
- Communications
- Transition Change Management
- Executive
- CEO
- VP's and Director of Communications
- Human Resources
- Human Resources
- Information Technology
- Client Services
- Network & Servers
- Service Desk
- Applications & Integrations
- ✓ Testing
- IT Architecture
- Database Services
- IT Change & Release
- Business Relations and Programs
- Business Relations and Programs

Figure 1-3. Registration Page: Teams List

eldeas

Register Login

Testing

Role

Team Member

Email

Test

The Email field is not a valid e-mail address.

Image

Select image to upload: (Optional)

Choose File no file selected

Password

.....

Confirm password

.....

The password and confirmation password do not match.

Register

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Figure 1-4. Registration Page: Errors & Register Button

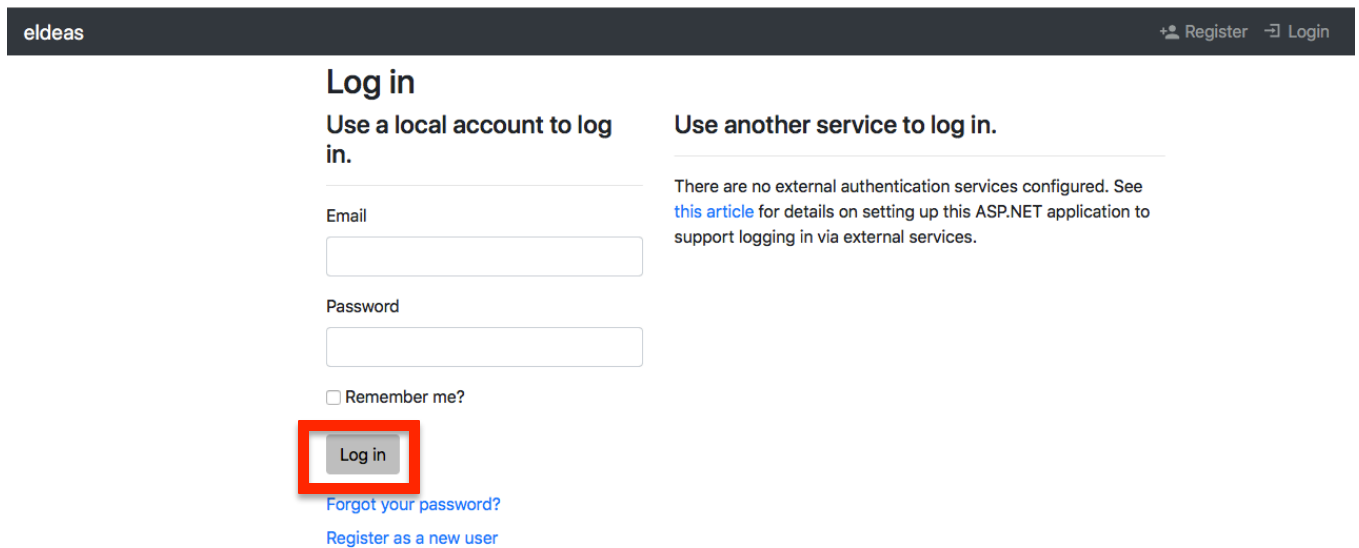
2. Logging In

- 1) If you have an account and would like to login, go to the Login page by selecting “Login” from the top right corner and fill in your information. You will need your email and password before pressing “Log In”. The “Login” buttons are shown in Figure 2-1.
- 2) Selecting “Remember me?” will allow for quicker access to login by remembering your username and password. Although convenient, it may make it easier for other people to get onto your account if your computer is shared with other people.
- 3) Once logged in, you can access eldeas normally.
- 4) If you do not see the “Login” button, but instead see a “Logout” button then you or another person is already logged in.

Figure 2-1. Login Page

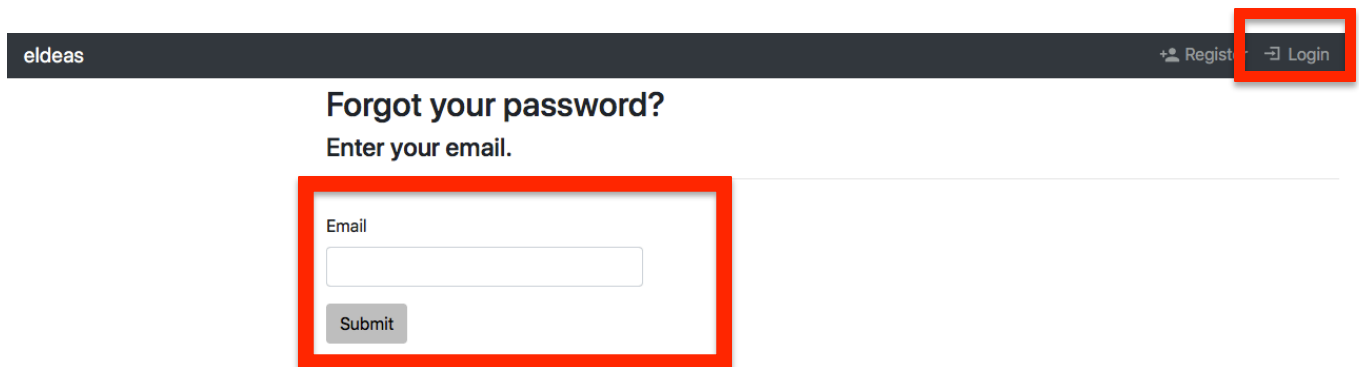
3. Forgotten Password

- 1) If you have forgotten your password and cannot login, go to the Login page by clicking “Login” at the top right of the page.
- 2) Next, click on “Forgot your password?” shown below in Figure 3-1.
- 3) This will bring you to a page prompting for your email. Enter your email and press the submit button. This is shown in Figure 3-2.
- 4) An email with instructions on how to reset your password will be sent to your email, so ensure you have access to it. Sending the email will NOT reset your password. However, following the instructions will reset the password.
- 5) Once your password is changed, you should be able to login with the new password. If you still cannot login, repeat steps 1-4.



The screenshot shows the 'Login' page of the 'eldeas' application. The header includes the 'eldeas' logo and links for 'Register' and 'Login'. The main content area is titled 'Log in' and is divided into two sections: 'Use a local account to log in.' and 'Use another service to log in.'. The 'Use a local account to log in.' section contains input fields for 'Email' and 'Password', a 'Remember me?' checkbox, and a 'Log in' button. The 'Log in' button is highlighted with a red rectangle. Below the 'Log in' button are links for 'Forgot your password?' and 'Register as a new user'. The 'Use another service to log in.' section contains a message stating that no external authentication services are configured and provides a link to an article for more details.

Figure 3-1. Login Page: Forgot Password



The screenshot shows the 'Forgot your password?' page of the 'eldeas' application. The header includes the 'eldeas' logo and links for 'Register' and 'Login'. The main content area is titled 'Forgot your password?' and contains the text 'Enter your email.'. Below this text is an input field for 'Email' and a 'Submit' button. Both the input field and the 'Submit' button are highlighted with a red rectangle.

Figure 3-2. Forgot Password Page



The screenshot shows the 'Forgot password confirmation' page of the 'eldeas' application. The header includes the 'eldeas' logo and links for 'Register' and 'Login'. The main content area is titled 'Forgot password confirmation' and contains the text 'Please check your email to reset your password.'

Figure 3-3. Forgot Password Page: Email Sent

4. Logging Out

- 1) When you are ready to log out, press the “Logout” button in the top right hand corner shown in Figure 4-1. Pressing this will log you out and bring you to the login page.
- 2) If there is no “Logout” button, but instead there is a “Login” button then you are logged out.

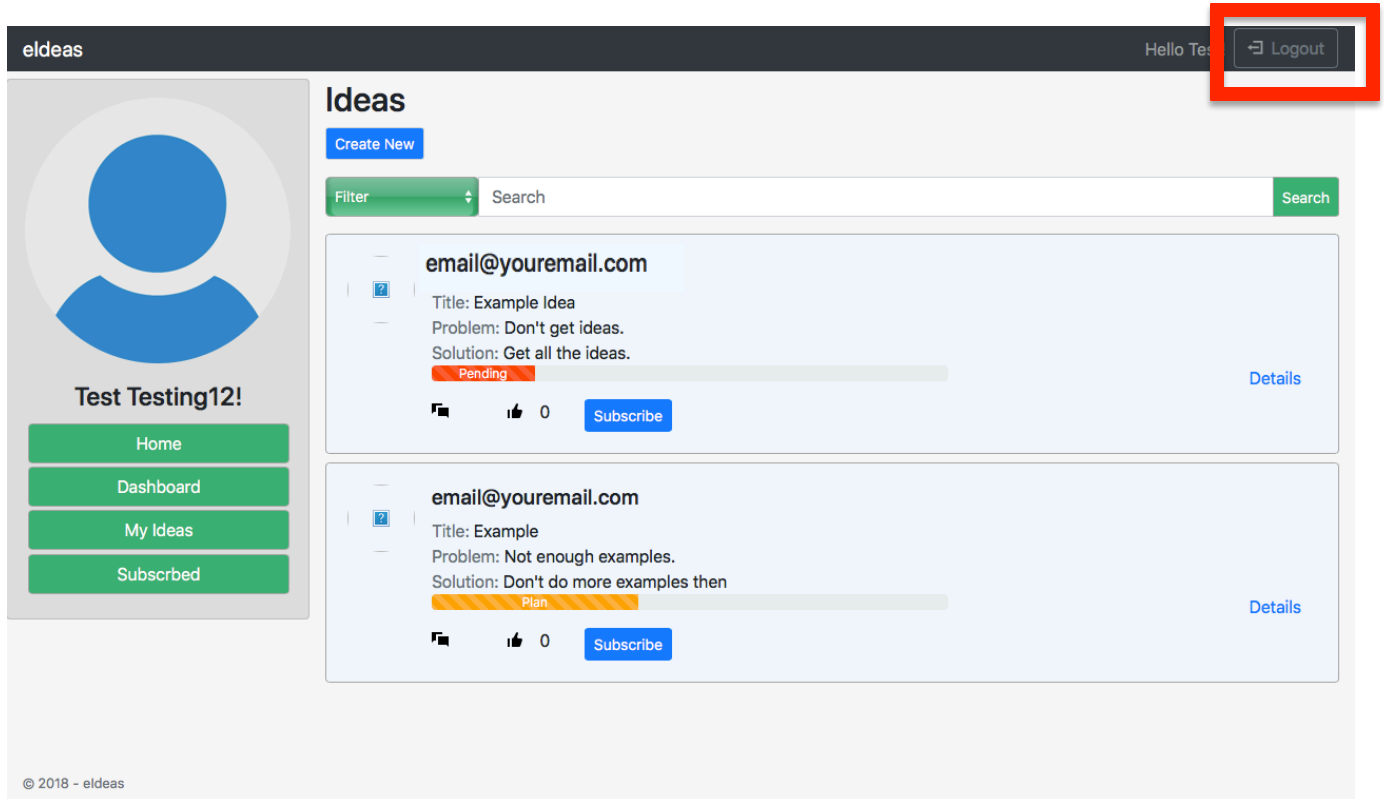


Figure 4-1. Logging Out