



eIDEAS

**User Guide to:**

**Register, Log In, Forgotten Password, & Log Out**

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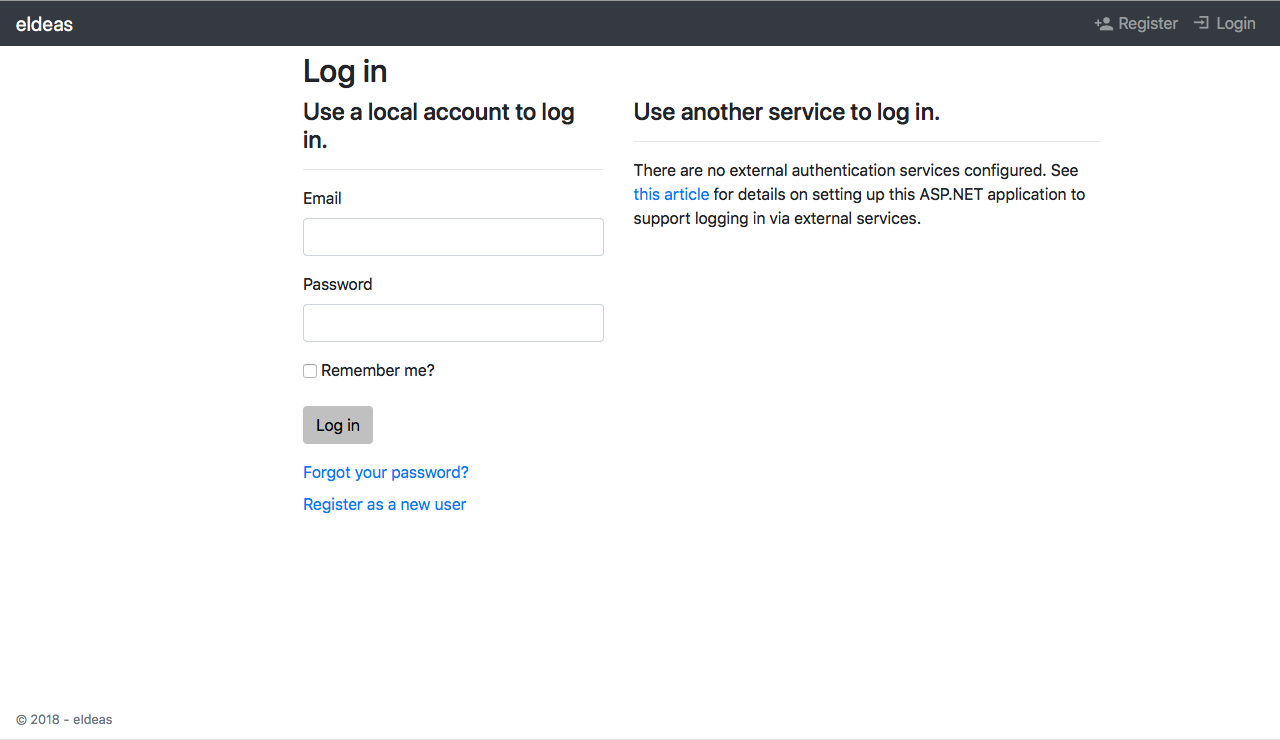
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**1. Registering as a New User**

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.

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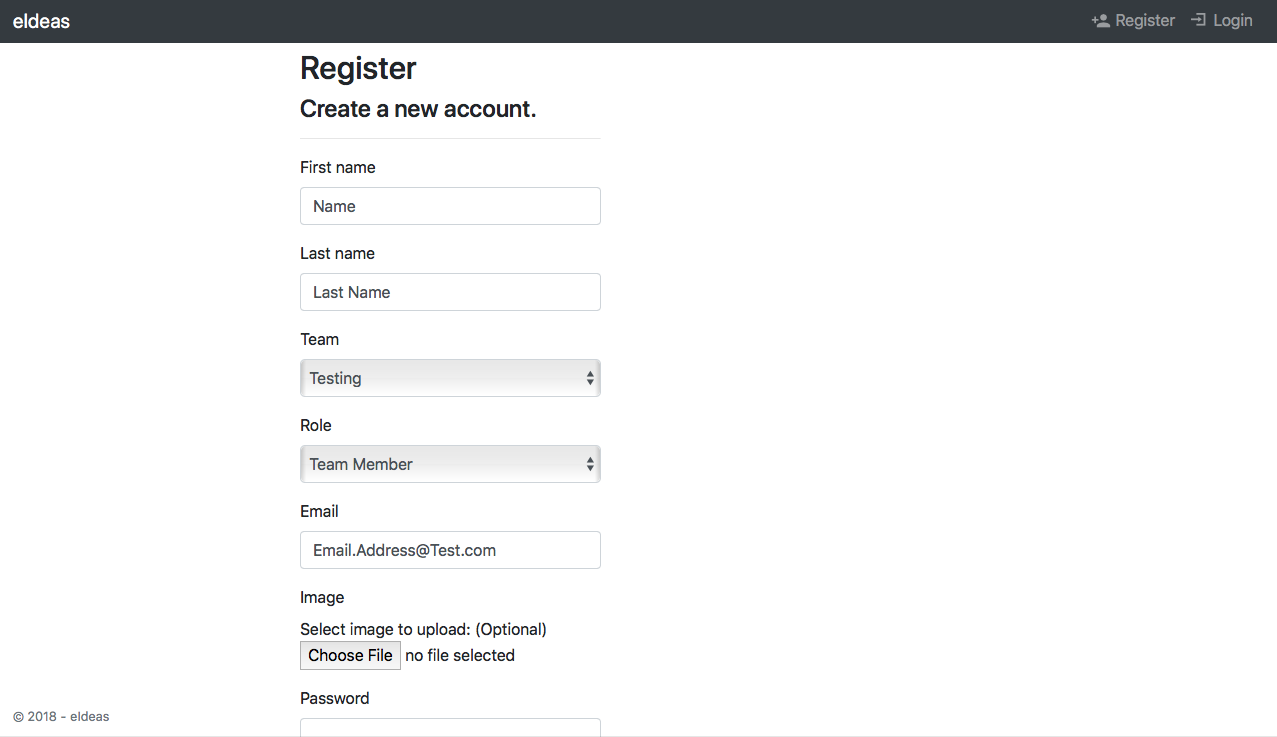
***Figure 1-1. Login Page: Register Links***

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

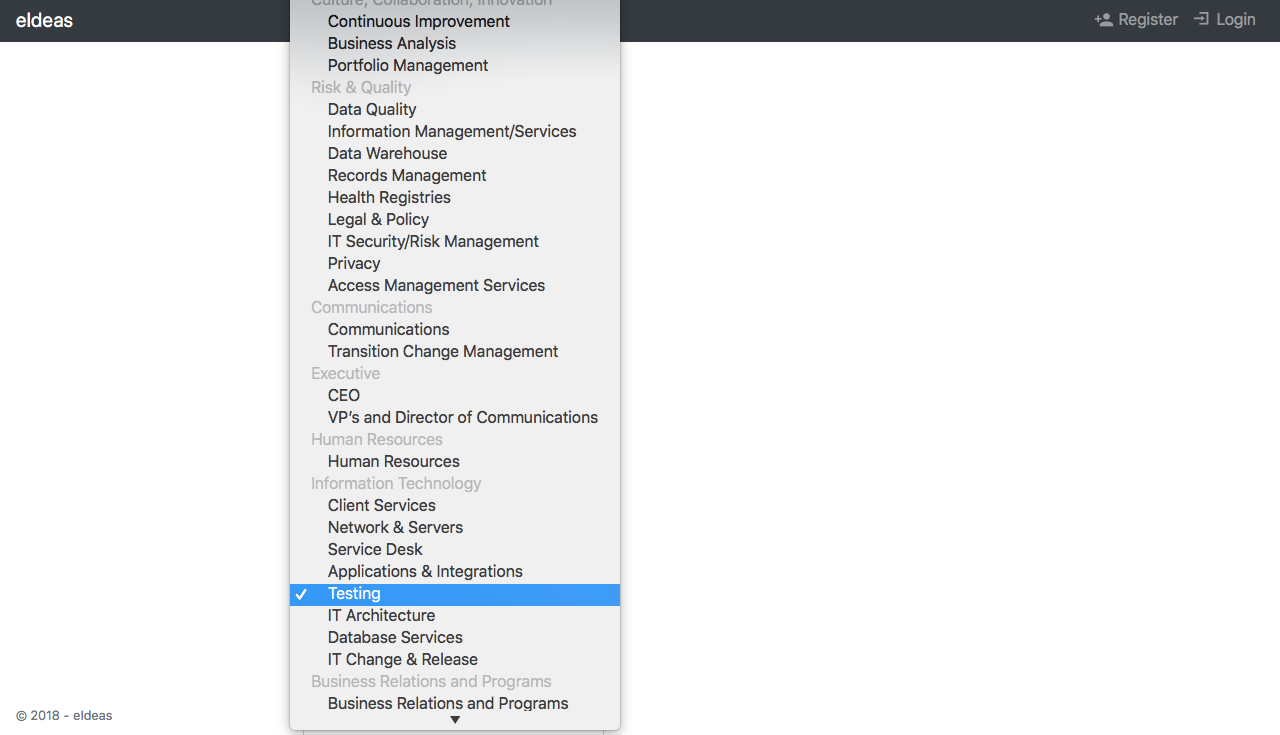
You will need to retype this password into Confirm Password.

**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

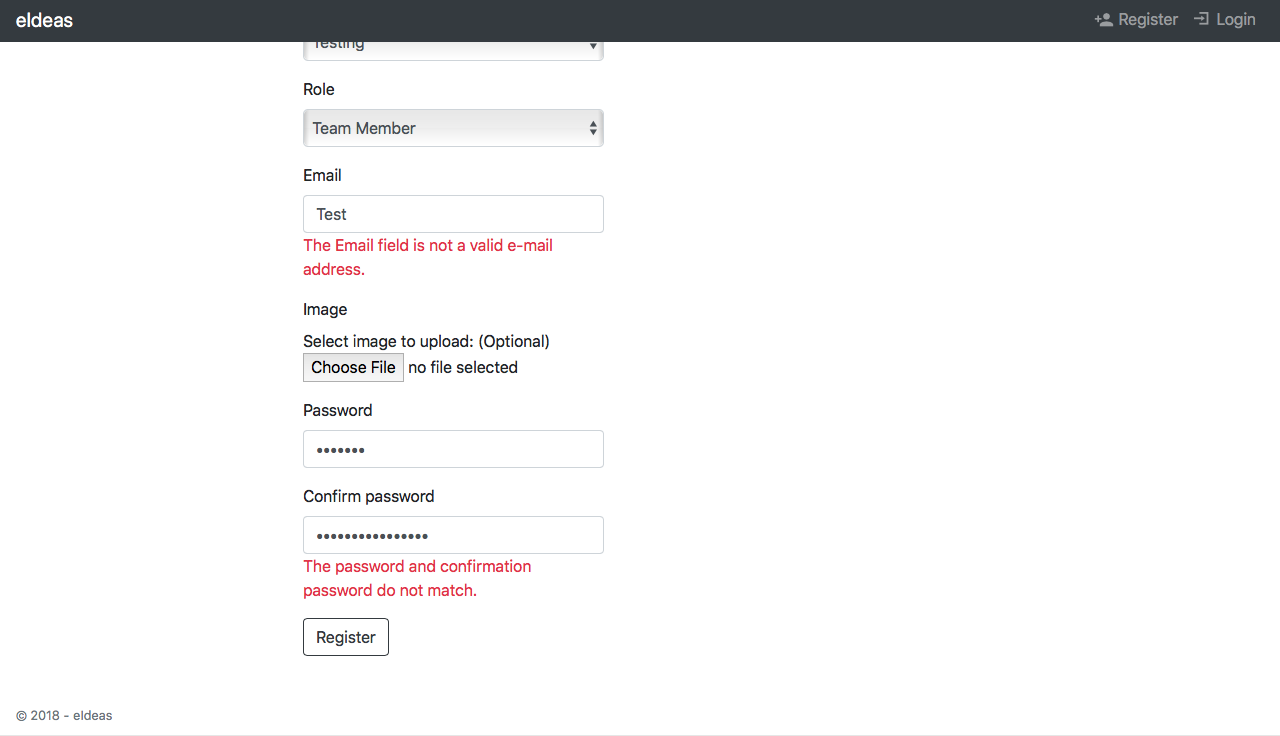
1. To select a team and role, click on the list, and a list of options will appear. Select which one is most appropriate for you. This is shown in Figure 1-3.
2. To upload an image, click the “Choose File” button and select an image from your computer. A red box in Figure 1-2 below shows this button.
3. 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.
4. If there are no problems, your account will be created and you will be able to use the site properly.



***Figure 1-2. Registration Page***



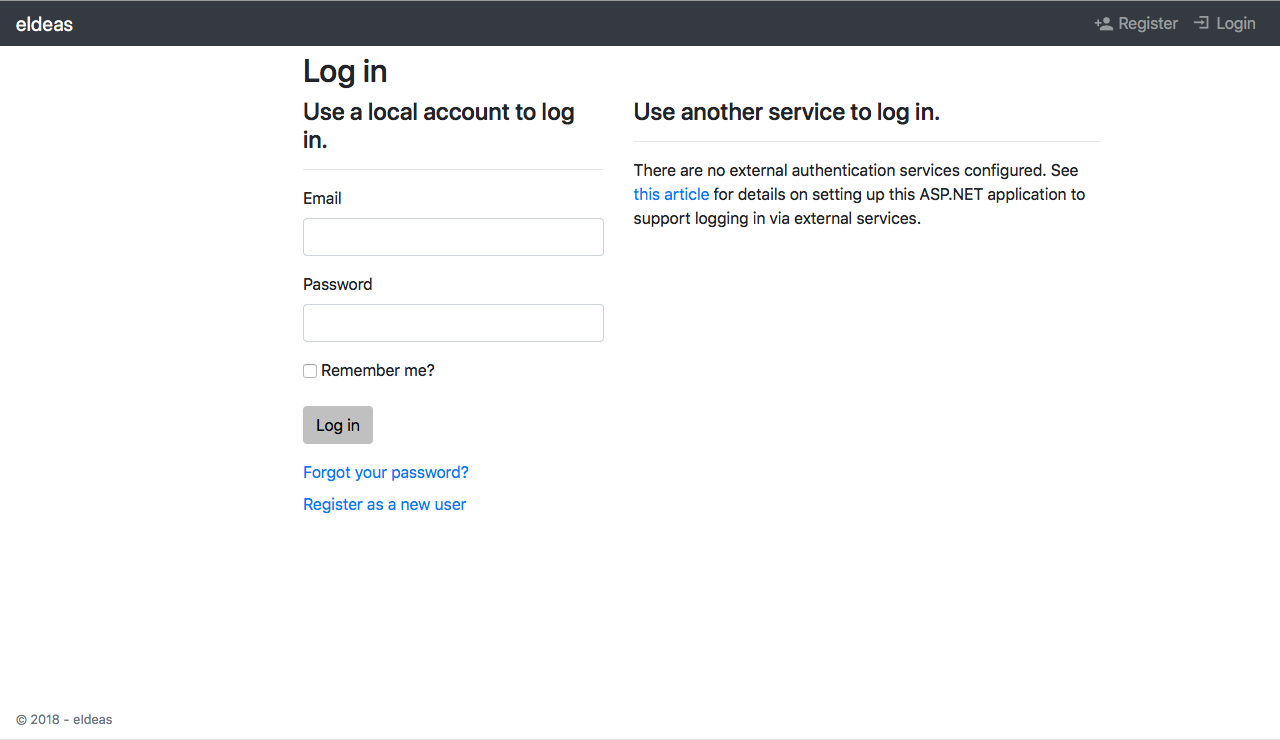
***Figure 1-3. Registration Page: Teams List***



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

**2. Logging In**

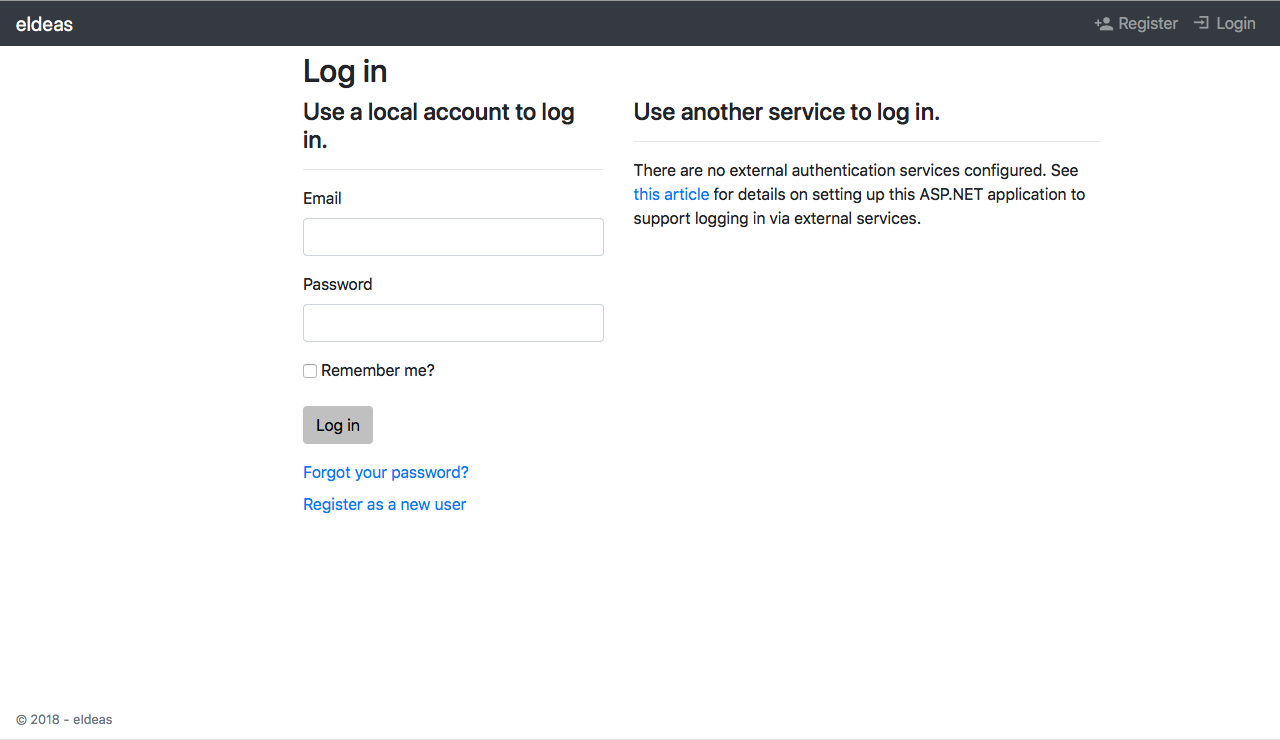
1. If you have an account and would like to login, go to the Login page by selecting “Login” from the top right corner and fill in your information. You will need your email and password before pressing “Log In”. The “Login” buttons are shown in Figure 2-1.
2. Selecting “Remember me?” will allow for 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 eIdeas 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.

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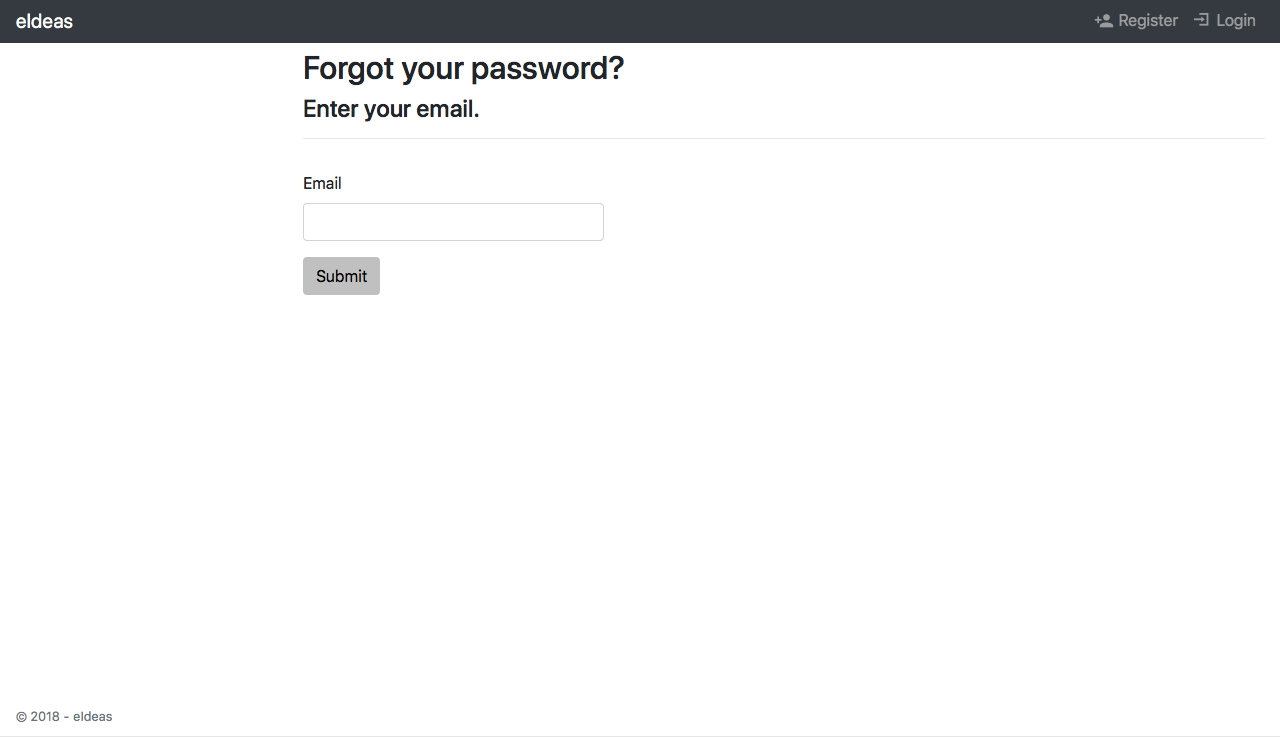
***Figure 2-1. Login Page***

**3. Forgotten Password**

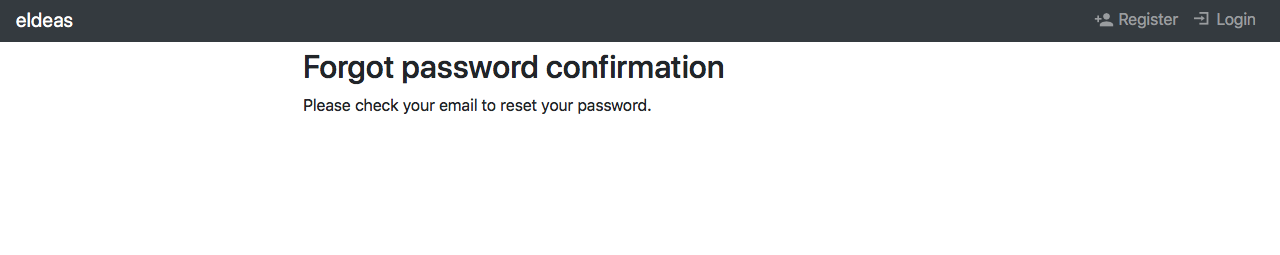
1. If you have forgotten your password and cannot login, go to the Login page by clicking “Login” at the top right of the page.
2. Next, click on “Forgot your password?” shown below in Figure 3-1.
3. This will bring you to a page prompting for your email. Enter your email and press the submit button. 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.

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***Figure 3-1. Login Page: Forgot Password***

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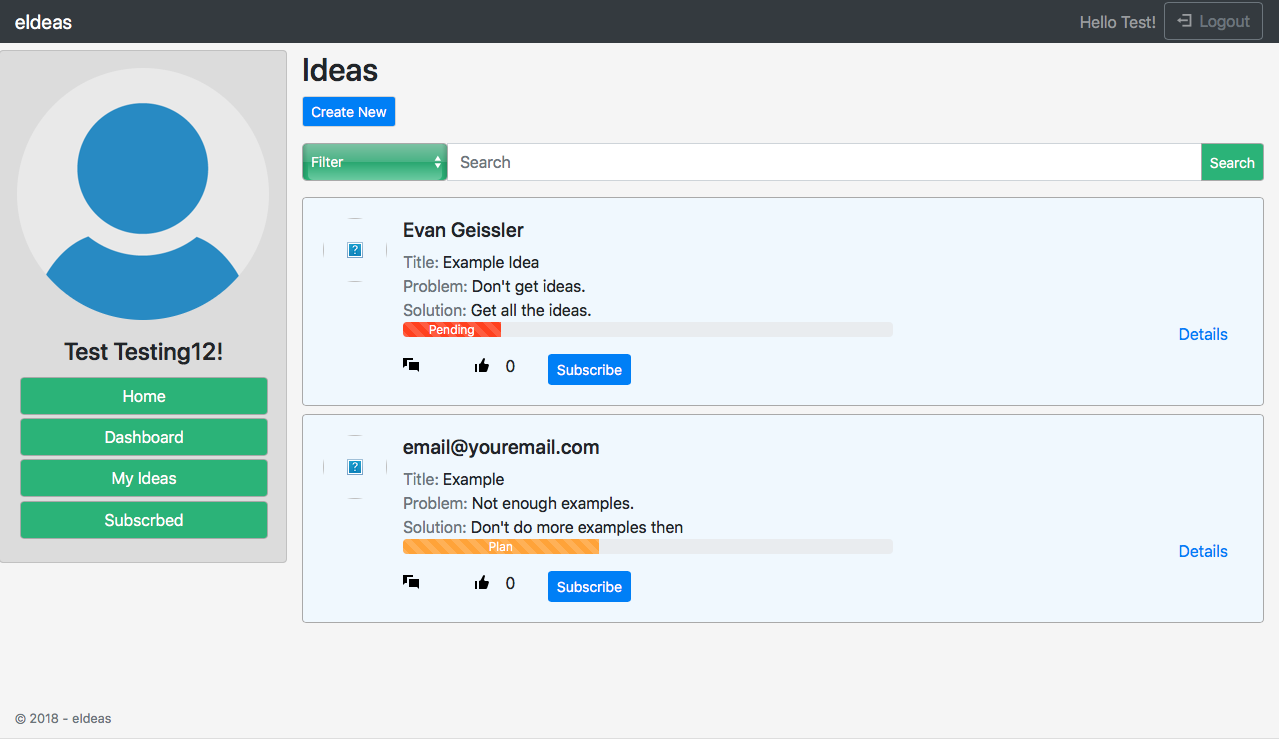
***Figure 3-2. Forgot Password Page***

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***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***