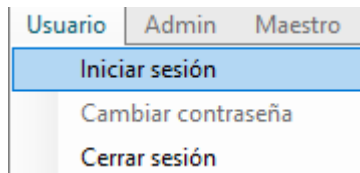


# Login:

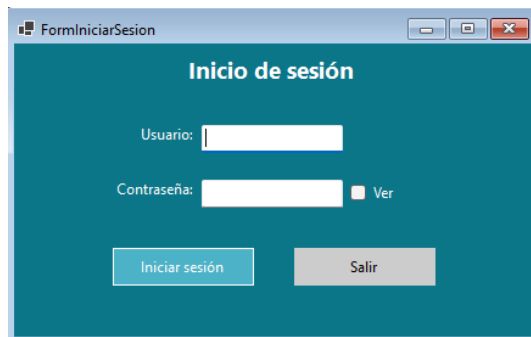
Once the program is opened, you will see this screen. Initially, you must log in by going to the User tab and then Login.

The following form will open:



A screenshot of a web application's navigation menu. It features three tabs: 'Usuario' (highlighted in blue), 'Admin', and 'Maestro'. Below the 'Usuario' tab, there are three buttons: 'Iniciar sesión' (highlighted in blue), 'Cambiar contraseña', and 'Cerrar sesión'.

Once this is done, the following form will open:



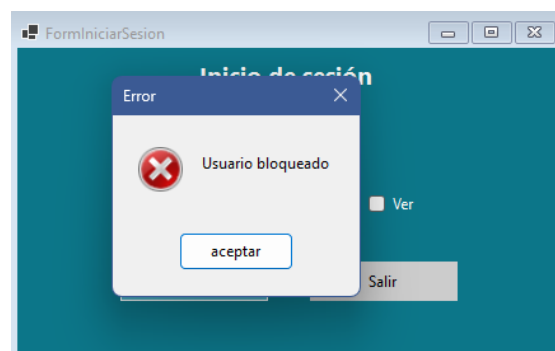
A screenshot of a web application window titled 'FormIniciarSesion'. The window has a teal background and contains the following elements: a title 'Inicio de sesión', a 'Usuario:' label followed by a text input field, a 'Contraseña:' label followed by a text input field and a 'Ver' checkbox, and two buttons at the bottom: 'Iniciar sesión' (teal) and 'Salir' (grey).

In it, you must enter the credentials provided by the administrator to access the system. By default:

- **User:** is a combination of the user's DNI (national identity document) with their first name.
- **Password:** Combination of the user's DNI with their last name.

It is recommended to change the password once you log in for the first time.

In case the user incorrectly enters the credentials 3 times within the last 3 hours, the account will be blocked and they must contact an administrator.



A screenshot of the 'FormIniciarSesion' window with an error message dialog box overlaid. The dialog box is titled 'Error' and contains a red 'X' icon, the text 'Usuario bloqueado', and an 'aceptar' button. The background login form is partially visible behind the dialog.

When you successfully access your user account, all the options you can access will load in the upper navigation bar.

