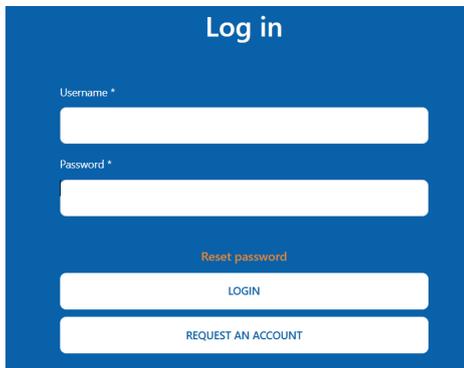
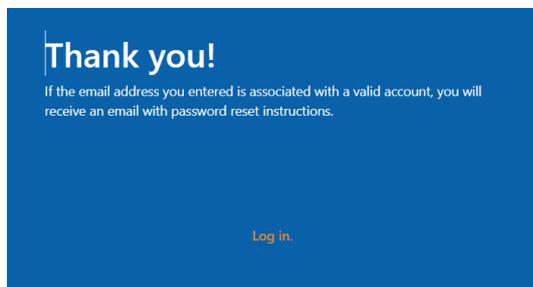


To login to the new platform please follow these steps.

1. Go to the login screen
2. Click 'Reset Password'



3. Type in your username and click on RESET PASSWORD



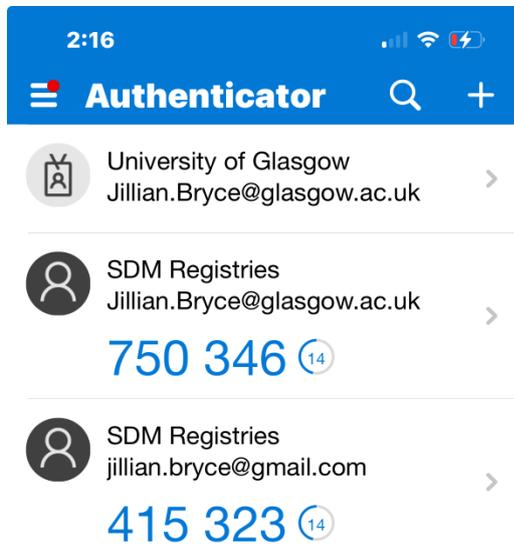
4. Check your e-mail for a link to reset your password



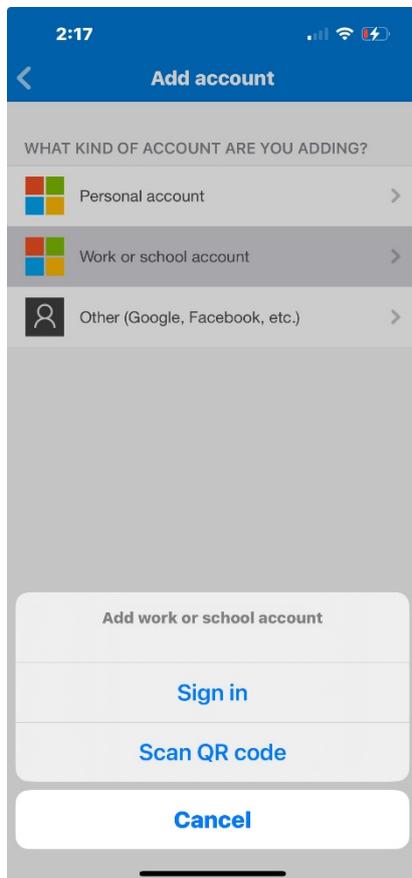
5. Once you have reset your password, return to the login screen and log in. A QR code will appear.

## Follow these steps to set up in the Microsoft Authenticator

In the Microsoft Authenticator App look for the **+** at the top right corner?



Click on the **+** and select the account type (e.g. work or school) - then the options appear at the bottom. Click on Scan QR code



Once you scan the QR code, type the OTP 6-digit number and add it as the Code:

**EXAMPLE QR CODE (DO NOT SCAN)**



Then return to the login screen and after entering username and password, you can add the next available 6-digit code from the app to the Log in below.

A screenshot of a 'Log in' screen with a blue background. The title 'Log in' is at the top in white. Below the title, there is a text input field labeled 'Enter 2FA Code \*'. Below the input field, there are two buttons: 'CONTINUE' and 'CANCEL', both in white with blue text.