



Logging In and Out

This job aid covers how a user logs into and out of the application. This includes setting up and using the virtual code authentication functions.

Logging In

- 1 Access your company's login page for the application.
- 2 Enter your **username**.
- 3 Enter your **password**.
- 4 Click **Login**.

NOTE: These instructions are for logging into the application directly. If you are using your company's single sign on process, please refer to your HR or company administrator for login instructions.

A screenshot of a login form. It features a text input field for a username containing 'Ben.Edwards', a text input field for a password with masked characters, and a blue 'LOGIN' button. Below the button is a link that says 'Forgot your password?'. Numbered callouts (2, 3, 4) point to the username field, the password field, and the LOGIN button respectively.

Entering Virtual Code Settings

When logging in for the first time, you may be prompted to configure virtual code settings. These settings are used to provide additional security when logging in.

- 1 In the **text message**, **voice message** or **email** fields, select an existing value using the drop-down list or type in a new value.
- 2 Click **Save**.

Configure Virtual Code Settings

Please verify that your contact information below is correct. If it is incorrect, enter in a valid Mobile, Phone and/or Email in order to receive a token code for future login.

At least one of the three methods below is required. As a best practice, enter in as many of these three as possible.

For the purposes of providing increased security the phone number entered will be shared with a third party to transmit a multi-factor authentication token.

A screenshot of a form for configuring virtual code settings. It contains three dropdown menus for selecting contact information: a text message icon with '999-999-9999', a voice message icon with '999-999-9999', and an email icon with 'ben.edwards@mycompany.com'. A blue 'SAVE' button is at the bottom. Numbered callouts (1, 2) point to the dropdown menus and the SAVE button respectively.

Logging in with a Virtual Code

While logging in, you may be prompted to enter a six-digit code after entering your username and password.

Follow these steps to generate and enter the code:

- 1 Select the radio button that matches the **Method** you want the code to be sent by.
- 2 Click **Send (method)**.
- 3 Verify that the code was sent successfully.
- 4 Retrieve the code via your chosen method and enter it in the **Code** field.
- 5 Check the **Remember Verification Code** check box if you would like the application to remember the code for the computer and browser you use to login. The code will be stored for 30 days.
- 6 Click **Continue**.

Important Information

The code is only active for 15 minutes from the time it is generated. If you click **Send (method)** multiple times, only the most recently generated code is active.

Configure Virtual Code Settings

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.

Info Message:

Text message was sent successfully. Enter in the code you've received in the field below.

To eliminate this step for future logins on the current device, use the check box.

1 **Methods:** Text Message Voice Email

Text message will be sent to: *****9058

2 **SEND TEXT MESSAGE**

4  149124

5 By checking this box, the system will not require the entry of a code from this browser and computer with each login. If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.

6 **CONTINUE**

Logging Out

- 1 Click the global navigation menu icon.
- 2 Click **Sign Out**.

