

## Log In and Out

This job aid describes how users log into and out of the application. This includes setting up and using the virtual code authentication functions.

### Log In

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

1. Access your company's login page for the application.
2. Enter your **Username**.
3. Enter your **Password**.
4. Select **Login**.

A screenshot of a login form. It features three input fields: 'Username' with a person icon, 'Password' with a lock icon, and a blue 'LOGIN' button. Below the button is a link that says 'Forgot your password?'. Yellow numbered callouts are placed as follows: '2' next to the Username field, '3' next to the Password field, and '4' next to the LOGIN button.

### Configure Virtual Code Settings

When you log in the first time, you may be prompted to configure virtual code settings. These settings provide additional login security.

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

A screenshot of the 'Configure Virtual Code Settings' form. The title is 'Configure Virtual Code Settings'. Below the title is a paragraph: '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.' This is followed by another paragraph: 'At least one of the three methods below is required. As a best practice, enter in as many of these three as possible.' A third paragraph states: '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.' The form contains three dropdown menus: 'Text message' (with a 'T' icon) showing '999-999-9999', 'Voice message' (with a phone icon) showing '999-999-9999', and 'Email' showing 'ben.edwards@mycompany.com'. A yellow callout '1' is positioned to the right of the Voice message dropdown. At the bottom is a blue 'SAVE' button with a yellow callout '2' next to it.

## Log 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 Method you want the code to be sent by.
  2. Select **Send** (method).
  3. Verify that the code was sent successfully.
  4. Retrieve the code via your chosen method, then enter it in the **Code** field.
- Note:** The code is active for 15 minutes from the time it is generated. If you select Send (method) multiple times, only the most recently generated code is active.
5. Check the **Remember Verification Code** check box if you want the application to remember the code for the computer and browser you use to login. The code is stored for 30 days.
  6. Select **Continue**.

### 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.

**Methods:**  Text Message  Voice  Email

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

**SEND TEXT MESSAGE**

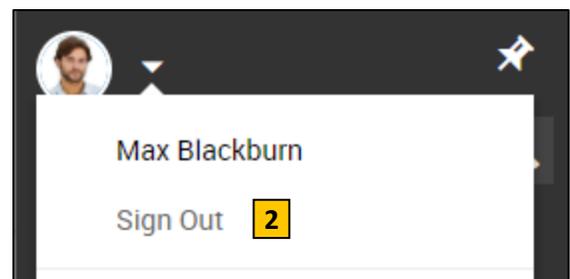
**149124**

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.

**CONTINUE**

## Log Out

1. Select **Show Menu**  to open the Global Navigation menu.
2. Select the drop-down menu and select **Sign Out**.



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