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## Login Procedures

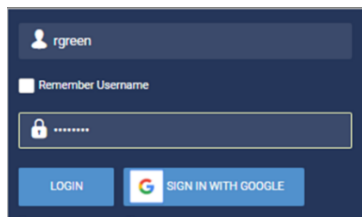
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### EXAMPLE ONE

**Username:** rgreen (1<sup>st</sup> letter of your first name, plus your last name).

**Password:** Last 4 digits of your social security number.

Select **Login**.

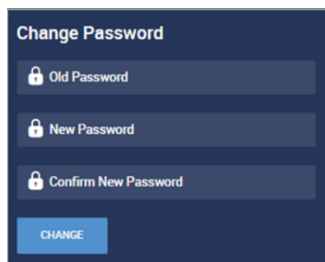


A screenshot of the login interface. It features a dark blue background. At the top left, there is a user icon and the text 'rgreen'. Below this is a checkbox labeled 'Remember Username'. Underneath is a password field with a lock icon and a masked password '\*\*\*\*\*'. At the bottom, there are two buttons: a blue 'LOGIN' button and a white 'SIGN IN WITH GOOGLE' button with the Google logo.

The system will prompt you to change your password:

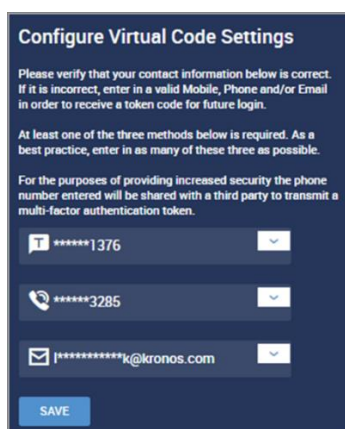
Old Password: Last 4 digits of your social security number.

New Password: 8 characters long, 1 uppercase, 1 lowercase, 1 number, 1 symbol.



A screenshot of the 'Change Password' form. It has a dark blue header with the title 'Change Password'. Below the title are three password fields, each with a lock icon and a label: 'Old Password', 'New Password', and 'Confirm New Password'. At the bottom of the form is a blue 'CHANGE' button.

The system will then ask you how you would like to receive a code. The best option is **Text Message**. Type your cell number with area code in the designated box. Select **Save** at the bottom.



A screenshot of the 'Configure Virtual Code Settings' form. It has a dark blue header with the title 'Configure Virtual Code Settings'. Below the title is a paragraph of instructions: '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.' Below this text are three input fields with dropdown menus: a text message icon, a phone icon, and an email icon. Each field contains a masked value followed by a few digits. At the bottom is a blue 'SAVE' button.

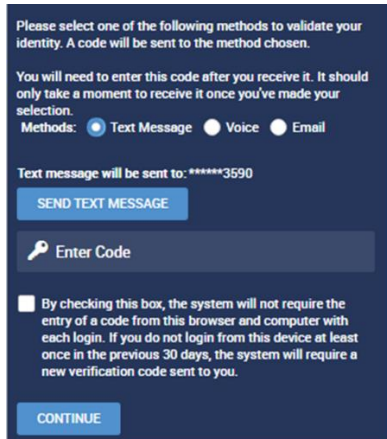
You will now be logged in. To log out, hover over your name at upper right. Click and select **Logout**.

## EXAMPLE TWO

**Username:** rgreen.

**Password:** Newly created password.

You will be prompted to select a method to receive your code.



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

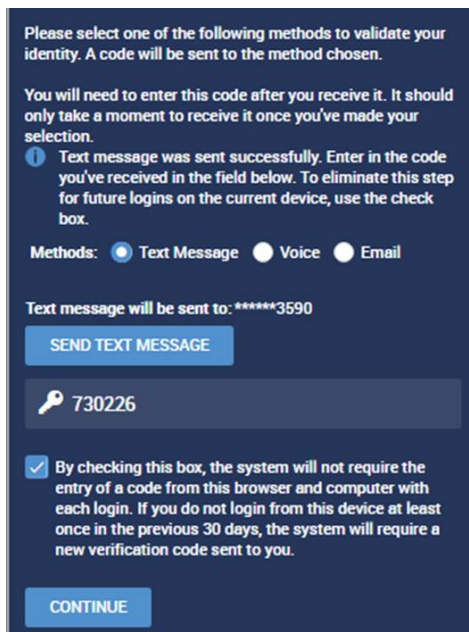
You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.

Methods:  Text Message  Voice  Email

Text message will be sent to: \*\*\*\*\*3590

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.

Type or paste the code from the body of the message next to the **key**.



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.

**1** 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: \*\*\*\*\*3590

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.

\*Be sure to check the box with the disclaimer. If not checked, you will be required to go through this process every time you login.

\*\*If you login from a different computer you will be required to complete the process again.