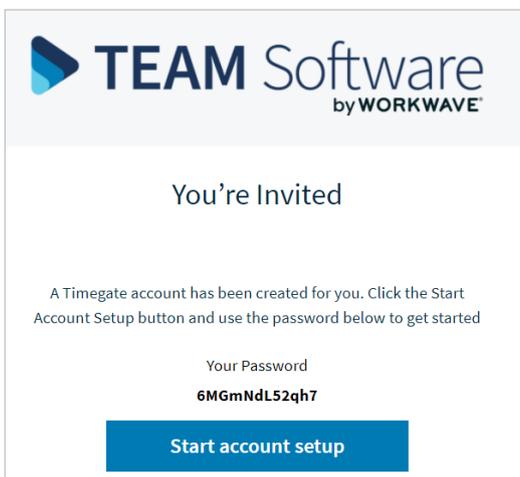




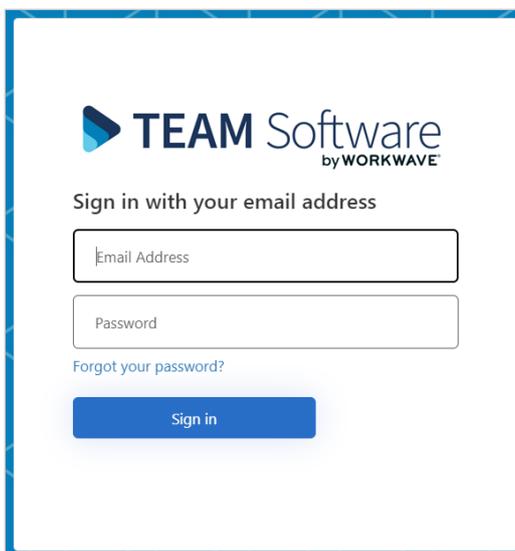
# TIMEGATE USER SIGN IN & PASSWORD RESETS

## INITIAL SIGN IN

When signed up for your new Timegate user ID you will receive an introductory e-mail from [noreply@teamssoftware.com](mailto:noreply@teamssoftware.com). This contains a temporary password and Start account setup link:

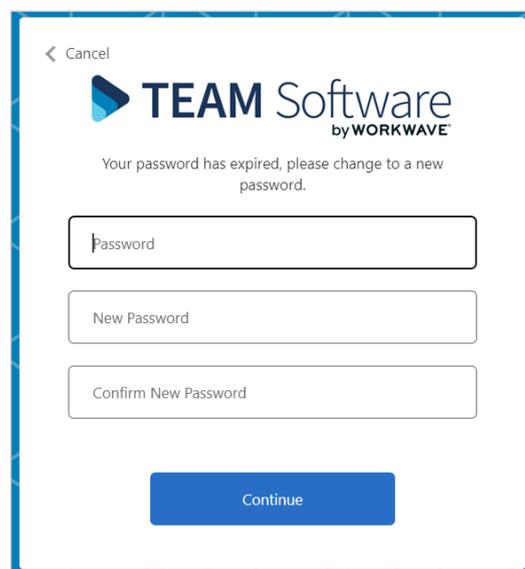


- Make a note of your password, or copy it to your clipboard
- Select **Start account setup**. The following is displayed:



- Enter your registered **Email Address** (the one that the joining email was sent to)
- Enter your temporary **Password** or paste it in from your clipboard if you copied it previously

- Select **Sign in**. A series of progress indicator dots will display before a password reset page loads:

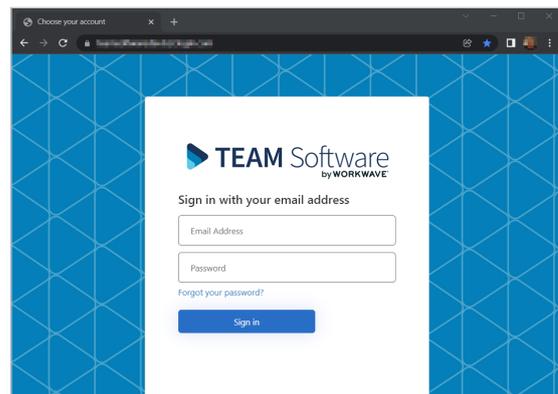


- Enter your temporary **Password** again
- Enter a **New Password**
- Confirm **New Password**
- Select **Continue** to log into Timegate for the first time

**Please Note:** If you forget your password, you will be able to reset it in the future from the Timegate sign in page.

## ROUTINE SIGN IN

From your web browser type in your Timegate URL and select **Enter**. When the page loads enter your registered **Email Address**, enter your **Password** and select **Sign in**





## PASSWORD RESET

From your web browser type in your Timegate URL and select **Enter**. When the page loads:

- Select **Forgot your password?**

- Enter your registered **Email Address**
- Select **Send verification code**

- A verification code will be sent to your email address. Take a note of the **verification code**:

- Return to your web browser. Enter your **Verification Code**
- Select **Verify code**

- Select **Continue**

- Enter your **New Password**
- **Confirm New Password**
- Select **Continue** you will be prompted "Please wait while the system processes your information"

- You will then be returned to the Sign in page where you should sign in using your email address and new password