



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@teamsoftware.com. This contains a temporary password and Start account setup link:

TEAM Software
You're Invited
A Timegate account has been created for you. Click the Start Account Setup button and use the password below to get started
Your Password 6MGmNdL52qh7
Start account setup

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

	EAM Sot	tware yworkwave
Sign in v	vith your email add	dress
Email Ad	dress	
Password	1	
orgot your	password?	
	Sign in	

- 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:

《 Ci	TEAM Software	
	Your password has expired, please change to a new password.	
	Password	
	New Password	
	Confirm New Password	
	Continue	

- 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**

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	Sign in v	with your email address		
	Email Ad	ddress		
	Passwore	d		
	Forgot your	r password?		
		Sign in		



PASSWORD RESET

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

• Select Forgot your password?

Sign in with your email addr	ess
Email Address	
Password	
Forgot your password?	

- Enter your registered Email Address
- Select Send verification code

Cancel	TEAM Softwar	e.
Email Ac	ldress	
	Send verification code	
	Continue	

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

Verify your email address	
Thanks for verifying your	account!
Your code is: 702922	
Sincerely,	
This message was sent from an unmonitored email address. Please do not reply to this message.	TEAM Software

- 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"

🔇 Ca	TEAM Software
	New Password
	Confirm New Password
	Continue

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

	TEAM Software
ign ir	n with your email address
Email	Address
Passw	ord
rgot yo	our password?
	Sign in

