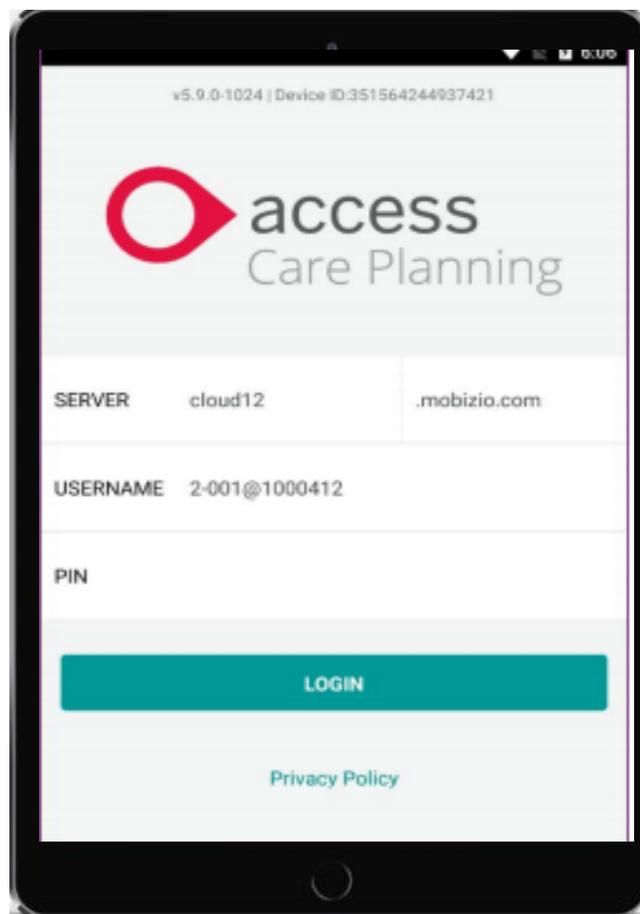


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Logging into Access



Booklet 2

What will you find in this guide



Before Logging in



Keeping your information safe



Logging in and logging out

Before logging in



Logging in is another way to say you are unlocking Access. To unlock Access on your digital device you will need to use



1. **Your username:** You will only use this the first time you use Access.



2. **Your pin code:** You will use this every time you want to unlock and use Access.



You would have found both of these in the email that was sent to you to tell you your digital device had been registered with The Action Group.



Keeping your information safe



Your username and pin code are what help to keep your information safe.



Your username and pin code will only work on the digital device that you registered with The Action Group.

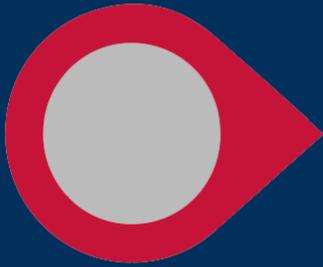


You should not share your username or password with anyone else. Please speak with your staff if you are unsure of the best way to keep your pin code safe.



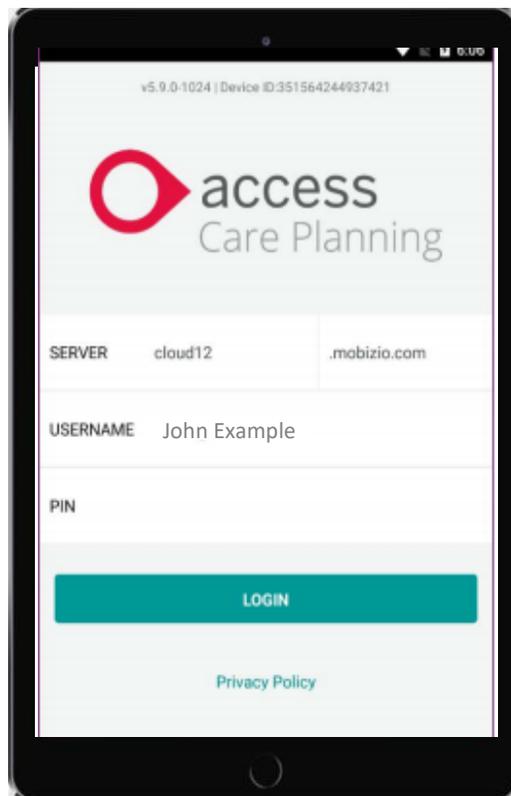
You can ask to change your pin code to something you will find easy to remember. You can call Norton park reception to let the Admin team this is something you would like to do

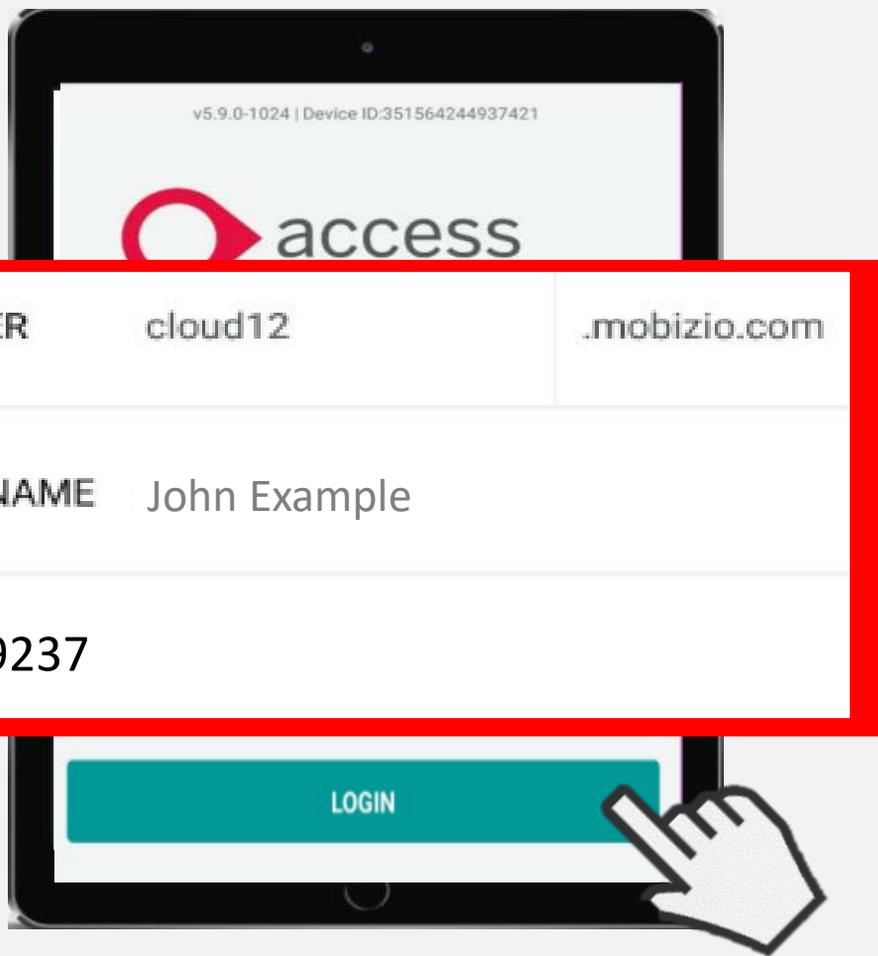
Tel: 0131 475 2315



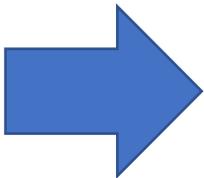
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Logging in and out of Access





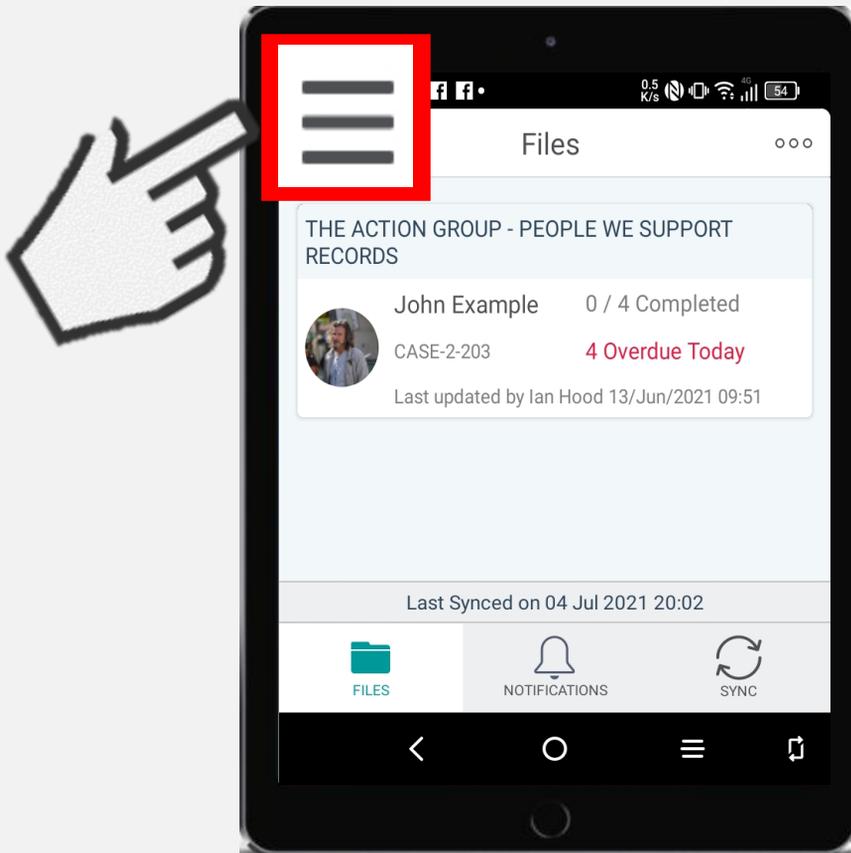
Click on the Access app to open it, you will then see the login page in the picture above.



- Then please add
1. Server: **cloud12**
 2. Add your **username**
 3. Add your **pin code**



Then click **LOGIN**



It is really important to remember to log out of Access when you have finished using it. This helps to keep your information safe.

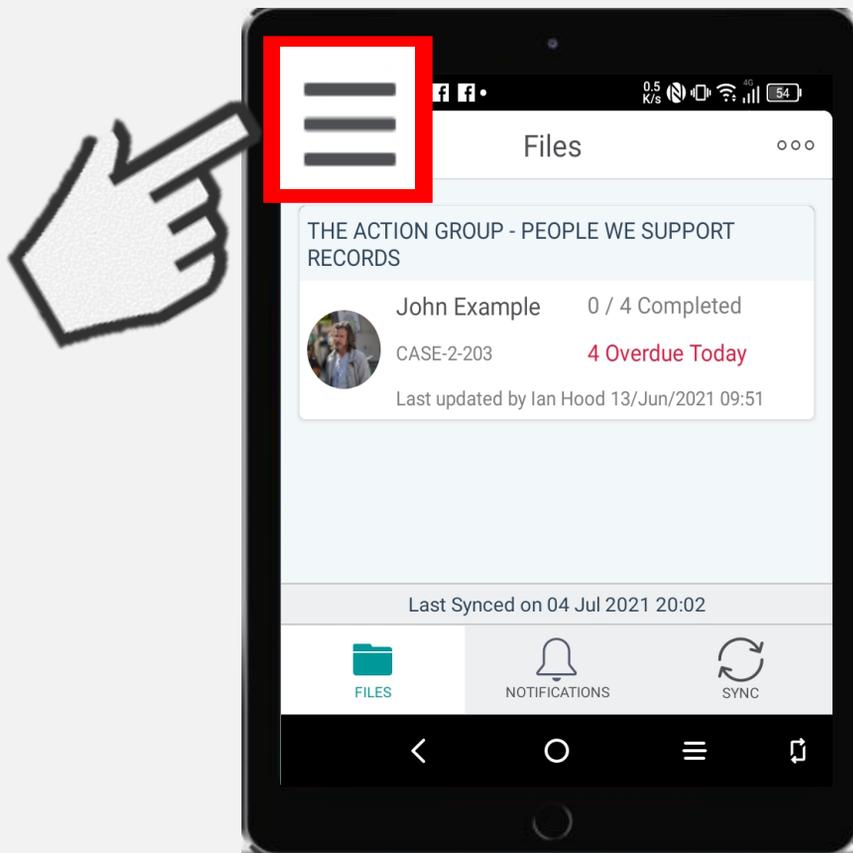
To log out you must be on the homepage.



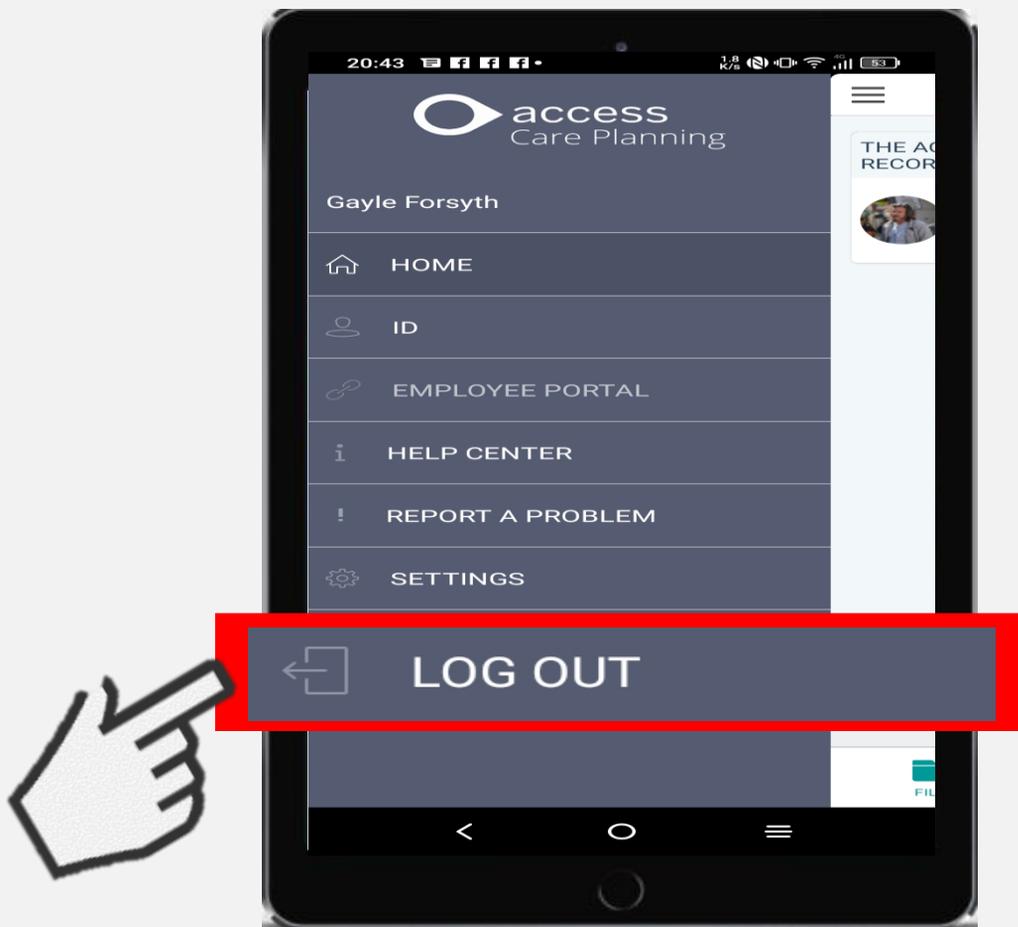
You will know when you are on the home page because there will be 3 lines in the top left hand corner of the screen.



If you can not see the 3 lines look for the back arrow and click it on each page until you reach the homepage. The arrow will often appear at the top or bottom of your screen



Click on the 3 lines.



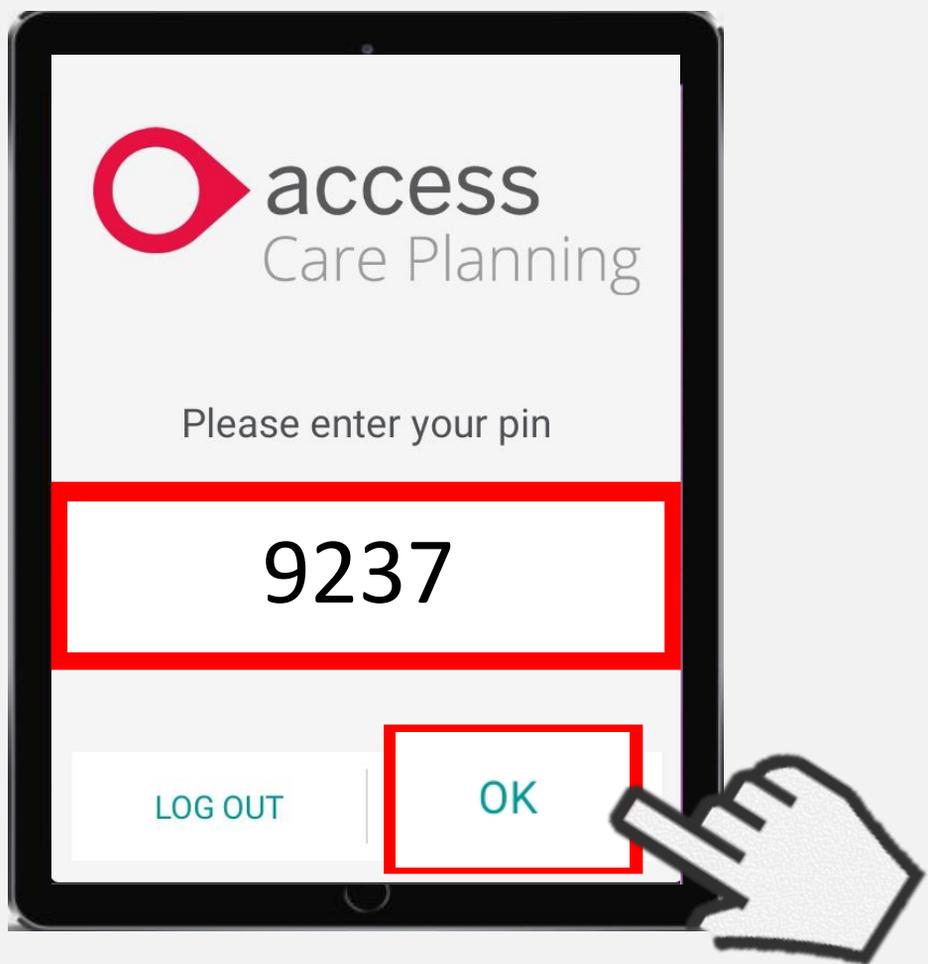
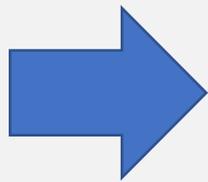
You will see a new list. At the bottom of the list it will say LOG OUT. Click to log out.



Your information is now safely locked. It is important to do this every time you finish looking at Access.



If Access has not been used after a few minutes, Access will log out for you and lock the app. This helps to keep your information safe.



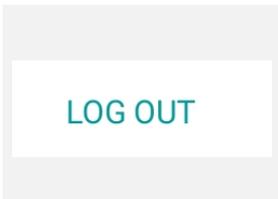
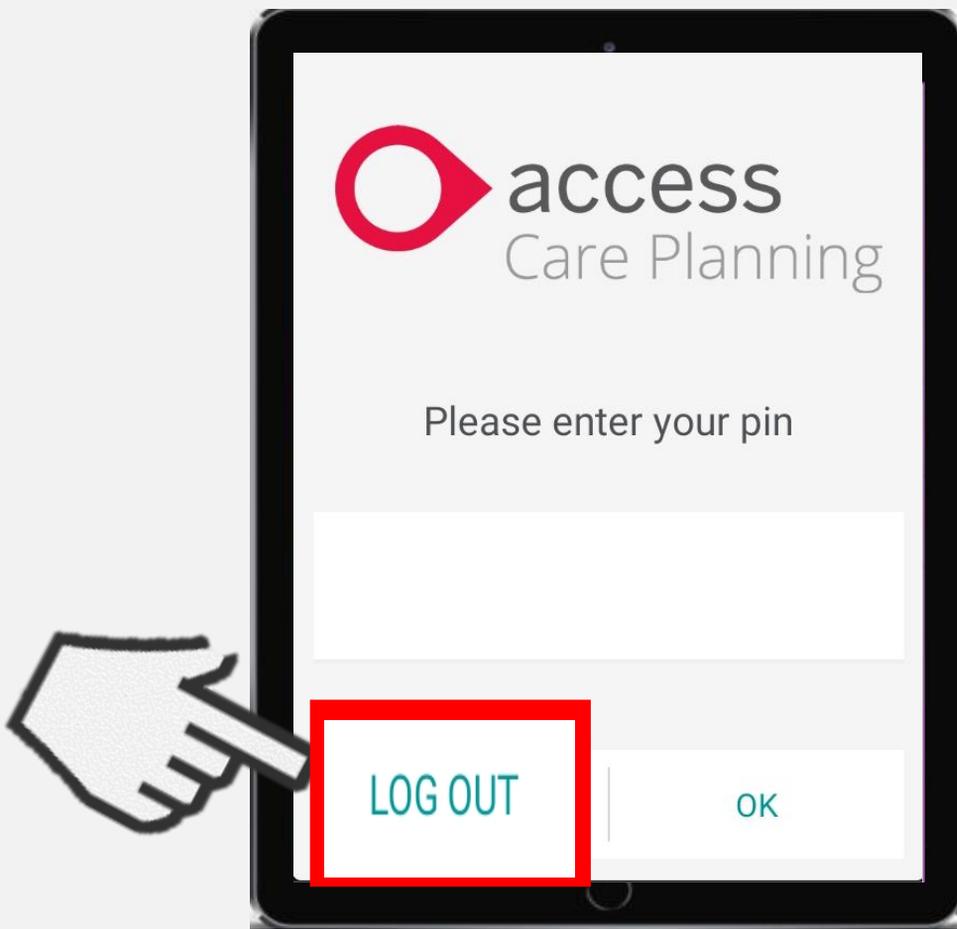
When Access logs out for you it will show the page above.



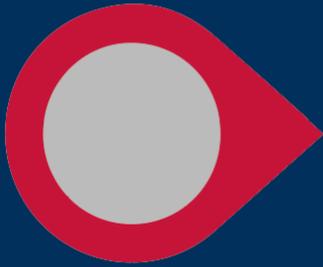
If you want to continue using Access then you can open it by adding your pin code again.



Then click OK



If you are finished using Access then just click **LOG OUT**.



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**You are now ready to move
to booklet 3**

