File Transfer
HD

Login User Manual

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A. LOGIN

Logging In

The login page has a field for your username and password. It also has links to create a new user or to recover your password if you may have forgotten it. If you do know your username and password, enter both and press login.

Figure A.1 – Login page

Forgot Password

If you have forgotten your password, you need to enter in your username and then click on the “Forgot Password” link. Then you will be taken to a screen that will present you with the security question that you chose when you first registered. Enter in the answer, also which you entered when you first registered and you will receive an email with a temporary password to access your account.

Figure A.2 – Forgot Password

New User Registration

To register a new user account all fields must be filled out.

The password must be greater than 8 characters, and must contain at least one upper case letter, one number, and one special character. Accepted special characters: ! @ # $ % ^ & *. Example: Passw0rd!

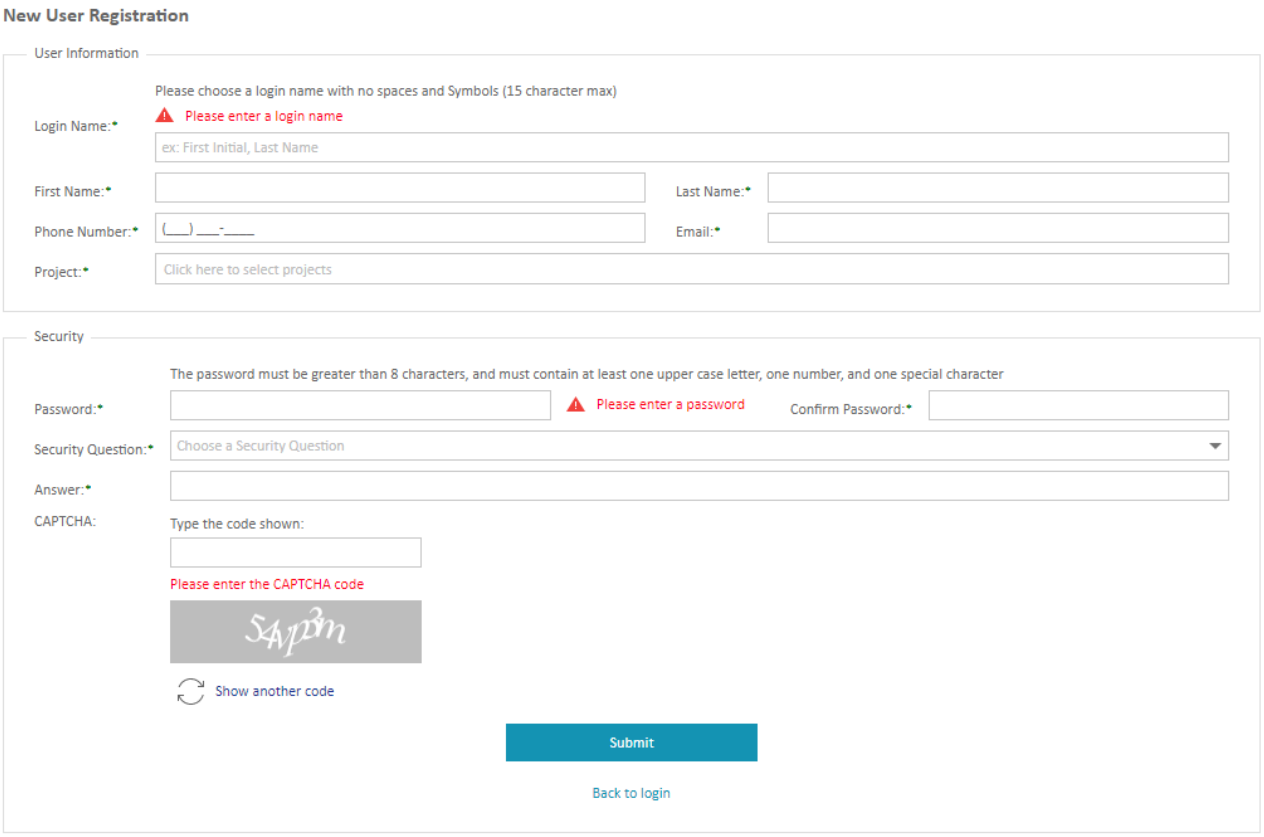

Figure A.3 – New user registration

Click on the project section to see a dropdown list of all of the available projects to upload to. Clicking on a project will add them to the list and you will be able to add as many as you require.

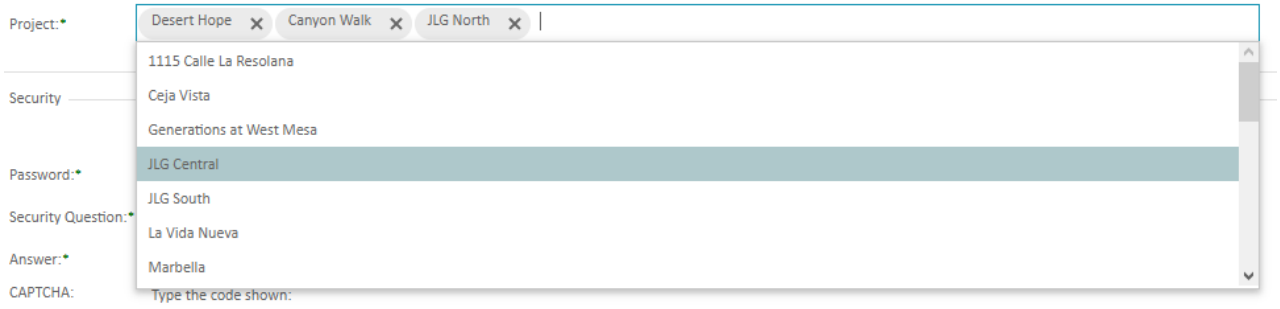

Figure A.4 – Project Selection