

# Activate a New Account and Log In

After your eICS or EMResource account has been migrated to Juvare Login Services, the login workflow will change slightly. This guide provides step-by-step instructions to help get you acquainted with the new login process and alternative access points.

#### Activate Your Account

- 1. Your administrator creates an account for you. An invitation email is sent to the email address on your account.
- 2. Check your inbox for an email from no-reply@juvare.com or no-reply@login.juvare.com.



- 3. Open the email and click **Activate Account**. You are redirected to the account activation page.
- 4. For **Enter new password**, type your password.
- 5. For **Repeat new password**, type your password again.

Password requirements:
At least 8 characters
A lowercase letter
An uppercase letter
A number
<ul> <li>No parts of your username</li> </ul>
<ul> <li>Does not include your first name</li> </ul>
<ul> <li>Does not include your last name</li> </ul>
<ul> <li>Your password cannot be any of your last 4 passwords</li> </ul>
Repeat new password
Click a picture to choose a security image

6. For Click a picture to choose a security image, click an image.



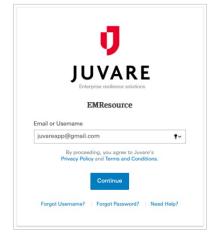
- 7. Click Create My Account. You are redirected to the Juvare Login Services home page.
- 8. If a window appears with a message about Okta, click **Got it**.

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Click an app and			
Okta signs you in	elCS		
EMP	Okta makes yo	ur life easier	
Access all t	ne apps you use from on		needed
	Got it	1	
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9. Locate the name of the solution you want to open and click it. The solution opens.

### Log In

1. Go to the login page. For example, <u>http://emresource.juvare.com/login</u>.



- 2. Enter your **Email or Username** and click **Continue**. The Juvare Login Services page opens, with your email already filled in. On this page, you must use your email address.
- 3. Enter your password and click **Sign In**. The home page opens.



# Forgotten Password

If you see the message **Unable to sign**, your password is incorrect.

1. To reset it, at the bottom, click **Need help signing in?** A list of options appears.

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Sign In	Sign In
• Unable to sign in	Unable to sign in
Email	Email
juvareapp@gmail.com	juvareapp@gmail.com
Password	Password
	••••••
Remember me	Remember me
By proceeding, you agree to Juvare's Privacy Policy and Terms & Conditions.	By proceeding, you agree to Juvare's Privacy Policy and Terms & Conditions.
Sign in	Sign In
Need help signing in?	Need help signing in?
	Forgot password?
	Terms & Conditions
	Privacy Policy
	Help

- 2. Click Forgot Password? The Reset Password page opens.
- 3. Enter your email address and click **Reset via Email**.

<b>U</b> JU	JVARE
Reset I	Password
Email	
juvareapp@gmail.co	m <b>t~</b>
By proceeding, you agree Privacy Policy and Terms	
Reset	via Email
Back to Sign In	Can't access emai

4. Check your inbox for an email from <u>no-reply@juvare.com</u> or <u>no-reply@login.juvare.com</u>.



5. Click **Reset Password** and follow the instructions to reset your password.

Ju	uvare Password Reset Requested
Hi	uvareapp,
	assword reset request was made for your Juvare account. If you did not make this juest, please contact your system administrator immediately.
Cli	ck this link to reset the password for your username, juvareapp@gmail.com:
	Reset Password
	This link expires in 1 hour.
	ou experience difficulties accessing your account, send a help request to your ministrator:
Go	to your Sign-in Help page. Then click the Request help link.

## **Alternative Access Points**

You can also log in from <u>https://login.juvare.com</u>. You will see one or more Juvare solutions to which you have access. Click the name of the solution. The solution opens to the home page.



If applicable, you can also switch to other Juvare solutions using the app switcher located inside the solution.

