

Account access

Another Check-In · C01

Your goals

Bertrand Hope

- Sign in using your approved method
- Find a task you are allowed to use
- Get help and sign out

A successful session

Your own account

The correct task

A deliberate sign-out

Account and device identity

Bertland Hope

- Your account controls access to pages
- Your Staff ID links attendance to you
- Enrollment authorizes a browser for attendance

Keep these separate

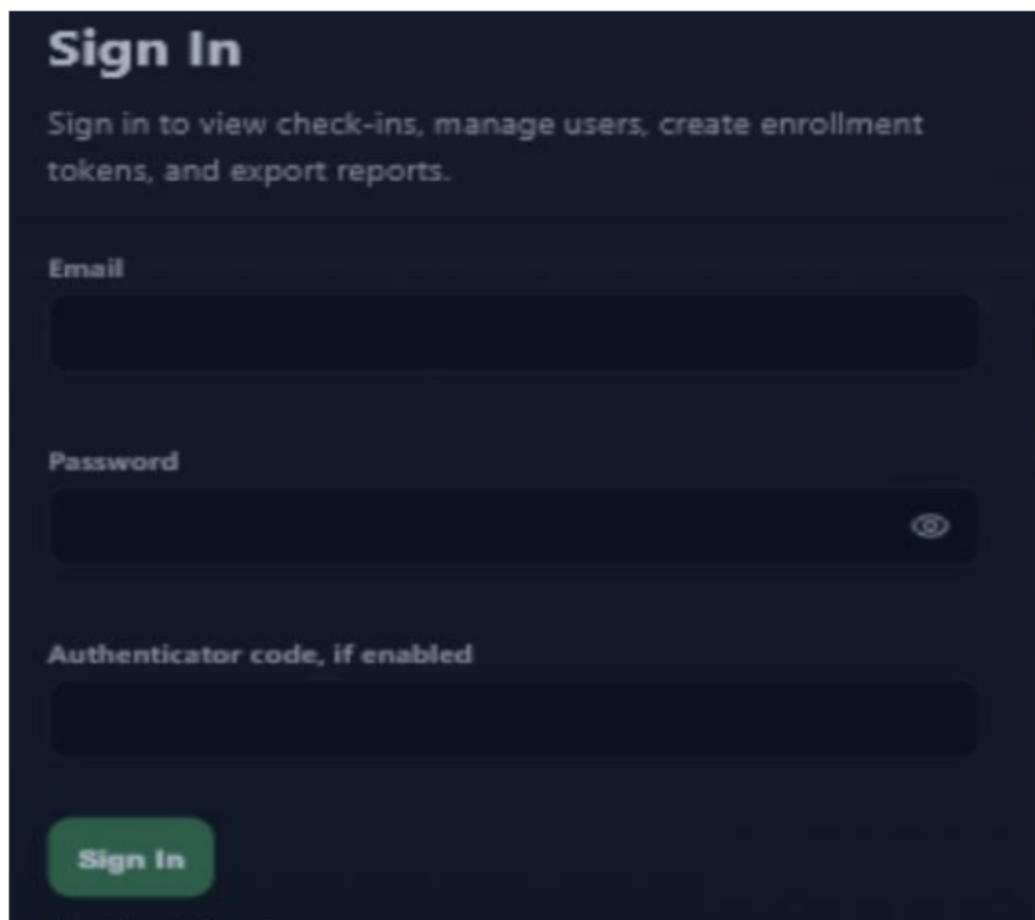
Signing in does not enroll a browser.

An enrollment token is not your account password.

Password sign-in

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- Open the approved HTTPS address
- Enter your email and password
- Add the authenticator code if enabled

A screenshot of a web application's sign-in page. The page has a dark blue background. At the top, the text "Sign In" is displayed in a light blue font. Below it, a subtitle in a smaller, lighter blue font reads: "Sign in to view check-ins, manage users, create enrollment tokens, and export reports." There are three input fields: "Email" (a dark blue rounded rectangle), "Password" (a dark blue rounded rectangle with a small eye icon on the right), and "Authenticator code, if enabled" (a dark blue rounded rectangle). At the bottom left, there is a green rounded button with the text "Sign In" in white.

Passkey sign-in

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- Use a passkey already registered to your account
- Enter your email first
- Follow the device's sign-in prompt

Passkey sign-in

For any active account that has registered a passkey. Enter your email first, then use the passkey button.

Sign In With Passkey

[Forgot password?](#)

Your starting page

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- Successful sign-in opens an authorized page
- Different roles can start in different places
- Complete required security setup first

Default examples

Staff → Dashboard

Auditor → Audit

Account security admin → Audit

Finding your work

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- Open the menu for your assigned task
- Use your account menu for Profile Security
- Ask about missing access; do not share accounts

Menu examples

Work: My Check-ins

Admin: permitted administration

Account: Profile Security

Profile Security

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- Review the security options available to you
- Protect passwords, setup secrets and codes
- Follow the approved device-replacement process

Account controls

Password

Passkeys

Two-Factor Authentication

Device history and replacement

Authenticator setup

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- Profile Security opens the required setup tab
- Start 2FA Setup prepares your key
- Scan the QR or use the manual key

Keep setup private

Use your own authenticator.

Keep the QR and setup key off recordings.

Setup confirmation

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- Enter the current six-digit code
- Choose Enable 2FA
- Check the enabled status

A rejected code

Check the account and current code.

Restarting setup invalidates the unconfirmed key.

Authenticator replacement

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- Set Up a Replacement starts the change
- The current authenticator stays active
- Confirm Replacement verifies the new one

Before you retire the old app

Verify the replacement first.

Follow your organization's recovery procedure if the old authenticator is lost.

Password recovery

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- Choose Forgot password? on the sign-in page
- Enter your account email
- Use the reset instructions or contact support

Read the response carefully

A generic confirmation does not confirm that an account exists.

Keep reset links private.

Help and support

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- Open Help and search for the task
- Read the guidance available to your account
- Report the problem without sharing secrets

A useful support report

Task you were attempting
Time and device/browser
Exact error message
A safe, cropped screenshot

Sign out when finished

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- Open your account menu
- Select Sign Out
- Confirm the session has ended

Before you leave

Closing a tab is not a reliable sign-out procedure.

Use Sign Out on shared devices.

Guided practice

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- Sign in with your training account
- Find your assigned task and Help
- Locate Profile Security, then sign out

Show your result

Name the task you can use.

Name one task outside your role.

Confirm sign-out.

Check your understanding

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- You signed in. Is your browser now enrolled?
- Your colleague sees more menu items. What next?
- No reset email arrives. What should you do?

Explain your next step

Keep your own identity.

Respect the role boundary.

Use approved recovery.

Ready for your next task

Berland Hope

- Use your own approved sign-in method
- Work within your assigned permissions
- Find help and sign out deliberately

Next lesson - C02

Enroll the correct browser
and request a replacement