#### Login Help

**A** The review is overdue, so the information might be old. Please contact the responsible.

#### ✓ <u>To login form</u>



# Login Help

What problem with the login can we help you with?

- Forgot password
- Forgot user name
- Login data not working
- <u>Request new account / unlock existing account</u>

## Forgot password

If you forgot your password, you can **reassign** one.

- 1. Go to the login mask by clicking the Login button on the landing page.
- 2. At the bottom right of the login mask, click the "Forgot Password?" link.

### Forgot user name

If you forgot your user name, you can **sign in with your email address**.

- 1. Go to the login mask by clicking the Login button on the landing page.
- 2. In the field for the user name, enter your email address instead.

# Login data not working

If your login data is correct but you still cannot log in, you can **try deleting cookies**. (You might have outdated login data saved by your browser)

- 1. Delete the cookies for the iPortal website. (This will vary depending on your browser.)
- 2. Try logging in again.

If you **still cannot log in**, <u>contact us</u> and let us know your username. We will check your account details for you.

# Request new account / unlock existing account

You can also **request an account** or **unlock an existing account you cannot sign in with** (most likely the case because your account was created several weeks ago but you have not used it yet and the invitation email is no longer valid).

Contact us, including:

- Your full name
- Your company email address

Please be aware that, for new accounts, we might **verify your access rights with a known contact**. If someone suggested you get an account, you can speed this up by forwarding the matching email exchange or putting the person in CC for the email.

## Appendix: Popup Content

Comments are only visibile to logged in users.