

REPORT PORTAL ACCESS

Login Verification / Password Reset



You will be asked to set up a login password to access the information in your portal link. When you access the link this quarter to access your reports, you will see the screen below, asking you to enter your email address and set a password.

When the Login screen opens, please enter your email address in the email field, and click "login"

Another screen will ask you to enter your password. This is **NOT** your web-based password. This is a password that you will set up to authorize portal access. Click on "Forgot Password"

The System will generate an email to you, with a pre-established password. Either type this password or copy and paste this password into the password field. Then click the Login button.

The system opens your report portal. At the top of the portal screen, you will see two links: one for 'Account' and one for 'Log Off'.

If you click on Account, a new window will open so that you can reset the portal password to one that you identify. This password must be a minimum of 6 characters and include at least one symbol (for example *, #, .) and one number.

Retype the password in the second screen and then select Save.

You can now use your email address and the new password you set up to enter the Report Portal at any time.