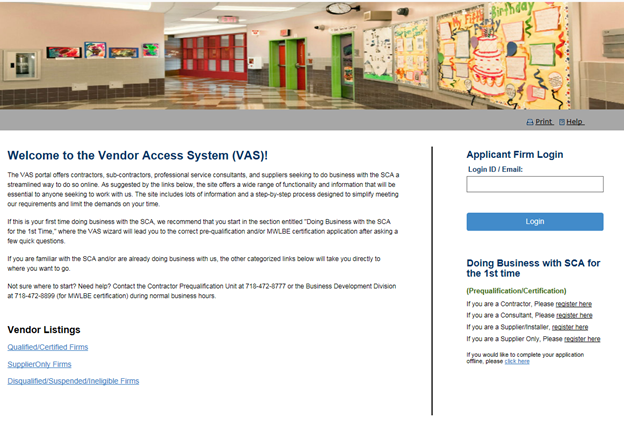
**New Login Procedures**

1. **Migrating User**

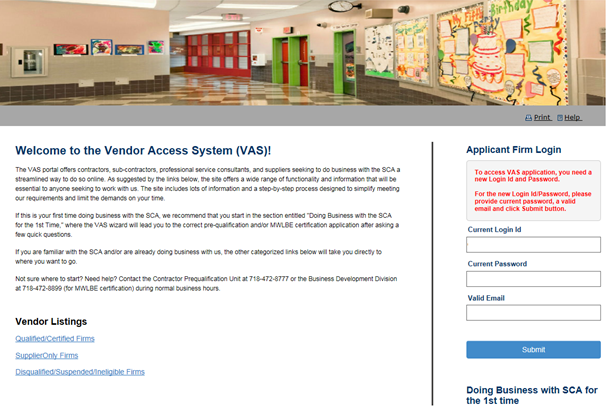
To get new login credentials, follow below steps

* 1. Provide current login id and click Login button

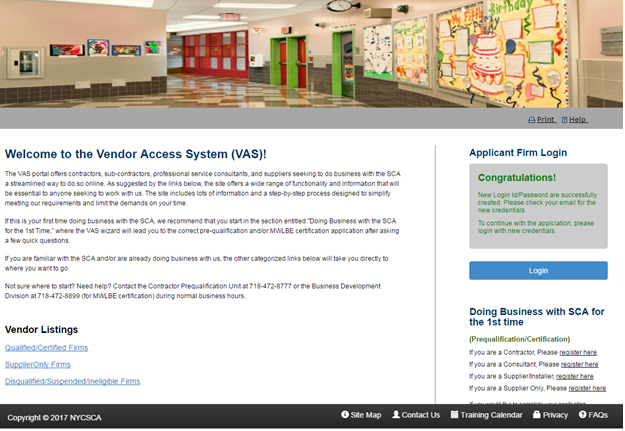


In the next screen

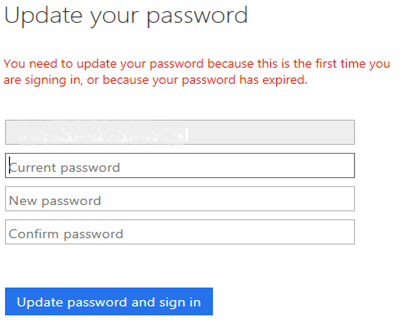
* + 1. Provide current login id
    2. Type in current password and a valid email (working email)
    3. Please note that if the email already exists in the system, user needs to provide a new email. Same email cannot be used for multiple accounts
    4. Click on Submit button



* 1. System will automatically migrate the user to new credentials with email as new username and a system generated password
  2. The new password will be emailed to the user's email
  3. User will see below screen upon successful migration

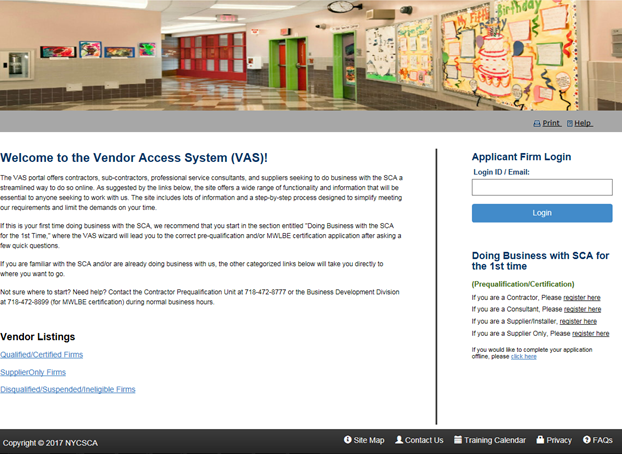


* 1. Click on the login button to access VAS application
  2. Login the application using the new credentials from the email
  3. User needs to reset the password on First Time login
  4. Fill-in below fields to reset password



* 1. User will be automatically logged into the system

1. **Login after successful migration**
   1. Enter new login id I.e. email
   2. Click on Log in button
   3. System will redirect to actual login screen

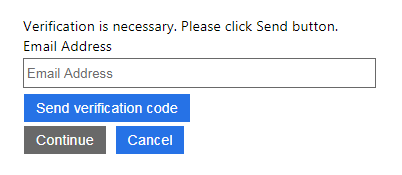


* 1. Provide Email and click Login button
  2. In the following screen, provide username and password

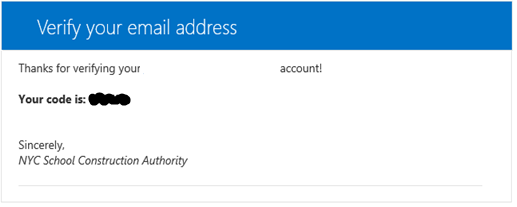


* 1. Click on Sign in button
  2. If the email is not present then system will give email not found message.

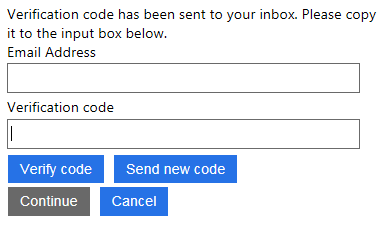
1. **Password Reset** – This to reset the password in case user wants to change the password
   1. Once user logged into the system, user can reset the password through Reset Password link
   2. User needs to provide Verification Code to reset the password
   3. Click Send button to send Verification code. The code will be mailed to the user's email



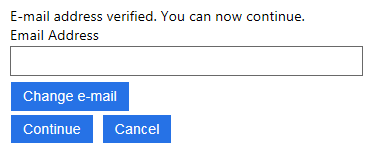
* 1. Update the verification code from the email sent to user's mail.
  2. The mail will be generated from Microsoft something like below



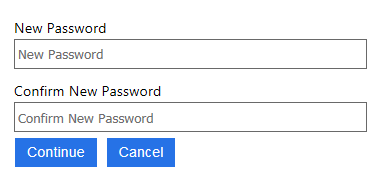
* 1. Update the verification code and click on verify code



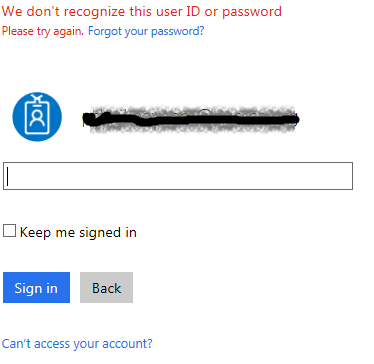
* 1. Once the code is verified click on Continue button



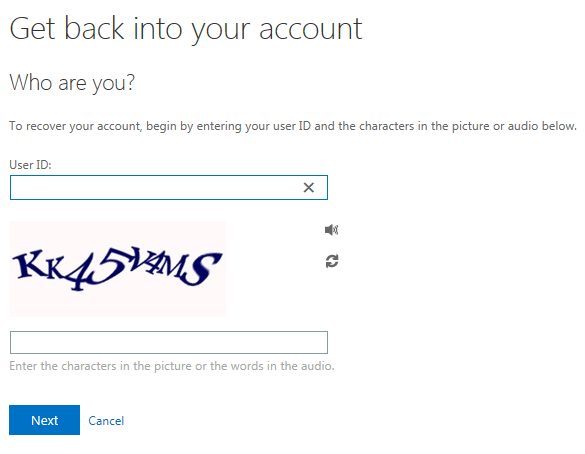
* 1. Provide new password to reset the password



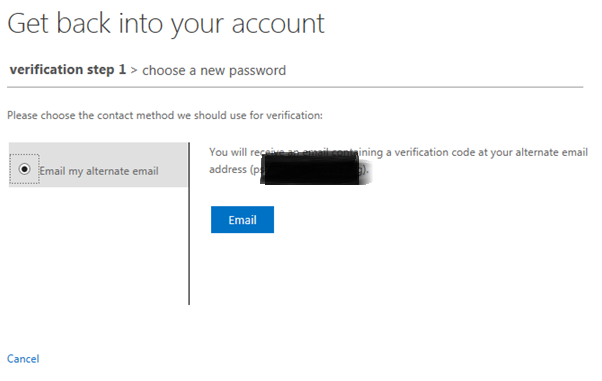
1. **Forgot Password** -- Reset password when user does not remember the password
   1. When password is forgot, click on Forgot your password link



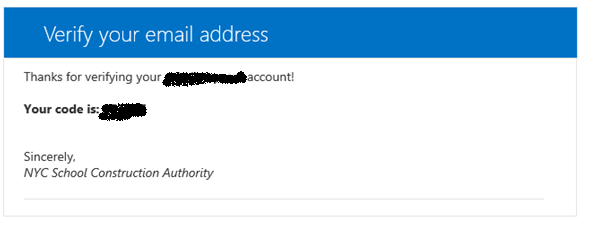
* 1. Provide user Id and captcha as shown in the screen.
  2. Below is a sample screen to provide user id and captcha



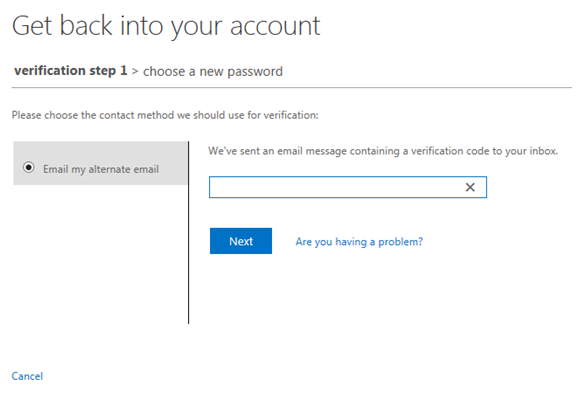
* 1. Click on Email button to send verification code to user email



* 1. Get the verification code from email



* 1. Provide verification code and click on Next button



* 1. Provide new password and click on Finish button

