Log In for the First Time

When your administrator sets you up as a new user, you receive an email that includes your username and a link to your organization’s Verifield site.

To log in to Verifield for the first time

1. Check your email for your login information.
2. Click the link provided in the email, which allows you to set your own password.
   The link will land you to the first login window of Verifield.

   Screenshot: First login window

3. In the Enter your new password textbox, enter the password you wish to use to access Verifield.
4. In the Confirm your new password textbox, confirm the password.
5. Click the Update button. If the password satisfies password complexity requirements set by your division administrator, it will be accepted by the system and the login screen will appear.

   Screenshot: Verifield login window

Otherwise, the system will ask you to enter a different password.

6. In the login window:
   - In the Username textbox, enter you user name which was provided in the email;
   - In the Password textbox enter the password you have created;
   - Click the Sign In button.

If you have entered login and password correctly, the main page of the application will appear.

Restoring Credentials

To restore your user name, contact your divisional administrator.

To restore your password

1. In the login window, click the Forgot your password? link.
2. In the Enter your email address textbox, enter your email address.
3. Click the Send button. The application will automatically sent you an email with instructions on how to change your password.
Changing Your Password

To change your password

1. In the User menu, select Preferences.

   Screenshot: User menu

   The “Personal Settings” tab of the “Preferences” screen will appear.

   Screenshot: “Personal Settings” Tab

2. In the Current Password textbox, enter your current password.
3. In the New Password textbox, enter a new password.
4. In the Confirm New Password, enter the new password again for confirmation.
5. Click the Update button.

The next time you try to log into Verifield, you will have to use the new password you’ve just provided.

Setting Up the Language of Preference

Verifield has built-in language preference capabilities which allow you to view the application in a language that you specify.

To set or change your language of preference

1. In the User menu, select Preferences.
The “Personal Settings” tab of the “Preferences” screen will appear.

2. In the **Language** list, select your language of preference.

3. Click the **Save** button located in the top left corner of the “Preferences” screen.