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# Invitation Email and Registration

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Sent: Friday, October 25, 2019 9:40 AM To: Your email Subject: GBA Admin has invited you to access 'Application Name'



Invitation Email Message

You should receive an invitation email from GBA **From:** <u>applications@gba.ga.gov</u> **Subject:** GBA Admin has invited you to access 'Application Name'

Note: Check your SPAM filter/ Junk Mail Folder if you do not receive an invitation email

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	Sign Up		

2.

- a. Enter in a password
  - Password should contain 8 to 250 characters.
  - Use mix of Uppercase/Lowercase letters, Numerals and Symbols.
  - Do not use username or part of your e-mail address before the @ symbol.
- b. Enter in the text you see in the image
  - Note: The text in the image is case sensitive
- c. Check I agree to the Terms of Service and Privacy Policy
- d. Click Sign Up

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Go to the login page: https://www.zoho.com/creator/signin.html

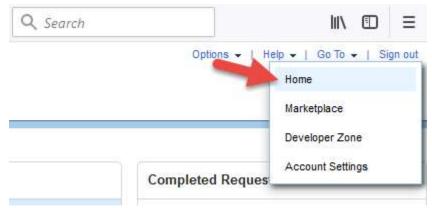
- a. Email/Phone: Enter in the Email Address you registered with
- b. Password: Enter in the password you created
- c. Optional: If you check Keep me signed in, every time you access the website, you will not have to enter in your username/password the next time you go to access your application
- d. Click Sign In

Note: The Forgot Password link will get you through the process of resetting your password

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- You can toggle between Tile View and List View by clicking on the appropriate view icon in the upper right-hand corner
- Click on the appropriate Tile or List Item to access your application
- When you are in an application and you want to return to your Home Screen



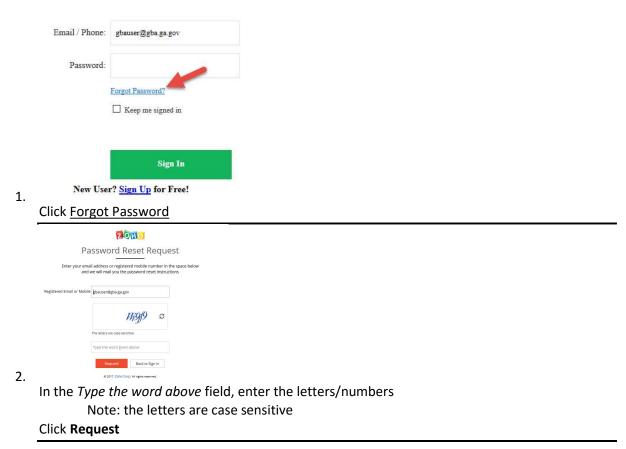
In the upper right-hand corner of your screen, click Go To  $\rightarrow$  Click Home

Login Issues	
No such acco	ount. <u>Sign up Now</u>
Email / Phone:	gbauser@gba.ga.gov
Password:	••••
	Forgot Password?
	Sign In

- New User? Sign Up for Free!
- If you attempt to login and get the error message No such account. Sign up Now
  - You may have registered with another email address and are attempting to log in with the wrong one. Try using another email address.
  - o Contact GBA IT for assistance

## Forgot Password

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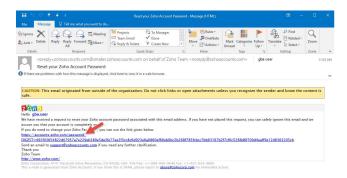


	ZOHO
	Password Reset Request
	How would you like to reset your password?  Email me a link to reset my password.          gb*******r@g********
3.	Submit Cancel # 2017, Zoho Corp. All rights reserved. Click Submit
	ZOHO
	Password Reset Request
	An email with password reset link sent to your email address : <b>gb*********r@gf*******</b> . Follow the instructions in the email to reset your account password and get back into your account.

Back to home

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You will get the confirmation page



4.

You will receive an email **From:** Zoho Team **Subject:** Reset your Zoho Account Password

Open the message and click on the link

eate your new	r password, provide the following information, and then click Change.
Password	••••••
	Confirm Password
	Terminate all active web browser sessions.
	Terminate mobile app sessions in your device(s) and remove ac API 'authtokens'.
	Change Cancel

5.

Enter in your new password

Enter your new password in the Confirm Password field

#### Click Change

- Terminate all active web browser sessions = ends any other Zoho sessions/connections you might have open
- Terminate all mobile sessions and remove active API 'autotokens': ends any Zoho sessions/connections that you have on any mobile device







6.

Click **Continue to Sign In** to go to log Note: You will receive a you-have-changed-your-password confirmation email

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#### From: noreply@zohoaccounts.com Subject: Your Zoho password has been changed

Email / Phone:	
Password:	1
	Forgot Password?
	☐ Keep me signed in
	Sign In
New Use	r? <u>Sign Up</u> for Free!
Log into Zoho	with your new password

7.