

## **FIRST TIME LOG-IN**

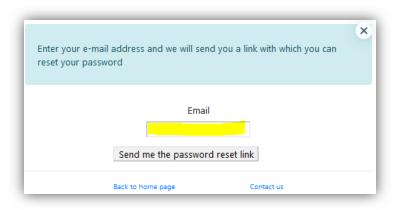
Click on the Login link on the IRTENZ website. www.irtenz.org.nz



You will be redirected to the Login screen. Click on the *I've lost my password* link.

| Email<br>Password<br>Cog in Ve lost my password | Don't have an<br>account?<br>Create one |  |
|---|---|--|
| Back to home page Contact us                    |   |  |

## A new screen will appear



Enter your email address into the Email field and click the Send me the password reset link button. An email with a reset link will be sent to your email address.



The Reset password email will look like this. Click on the password reset link.

| Your     | Your password reset link   |        |
|----------|--|--------|
| N        | noreply@gecco.co.nz  |        |
| <b>.</b> | Thu 3/09/2020 8:52 AM<br>To: Richard Thomas                      |        |
|          | Hi Richard,  |        |
|          |  |        |
|          | Here is your <u>password reset link</u> for http://play.gecco.cc | o.nz/. |
|          | Reply Forward  |        |

You will be redirected back to the website change password page. Enter your new password into the New Password field and then into the Confirm New Password field. Click the Change Password button to proceed.

| You can change your password be | low.           |
|---------------------------------|----------------|
| Ne                              | w Password     |
| Confirm                         | n New Password |
| Change Passwo                   | brd            |
| Back to home page               | Contact us     |

On success you will be redirected to your profile page