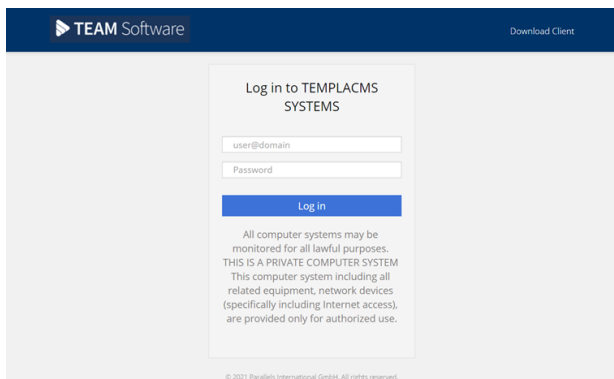# TemplaCMS Hosted Environment
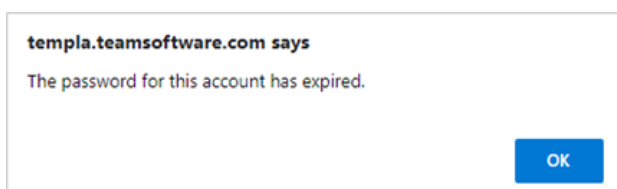## STEP-BY-STEP: FIRST TIME LOGIN GUIDE

Your **TemplaCMS Hosted Environment** (Saas/ Microsoft Azure) is accessed from the following URL: **templa.teamsoftware.com**. You should save this as a **Favourite** in your **Toolbar** so that it is easy to find and access in the future.
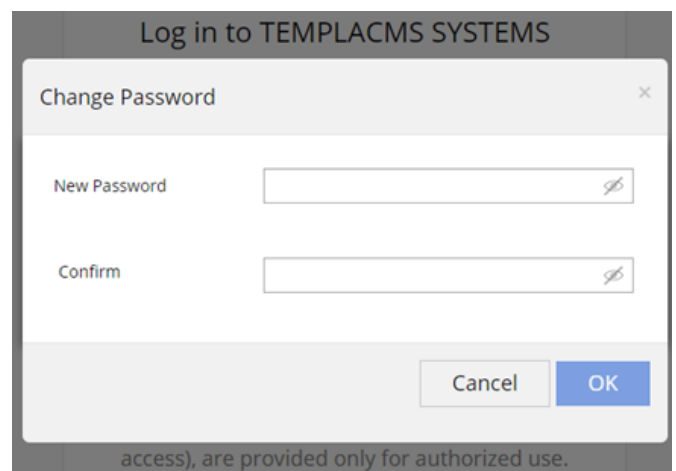
Follow these steps to **Log In**:

» Open your web browser of choice
» Enter the following: **templa.teamsoftware.com**
» Press **Enter.** The first time that you do this, you will be prompted to review the **Site Privacy** and **Cookie settings**. Review these and optionally configure them based on your preferences.
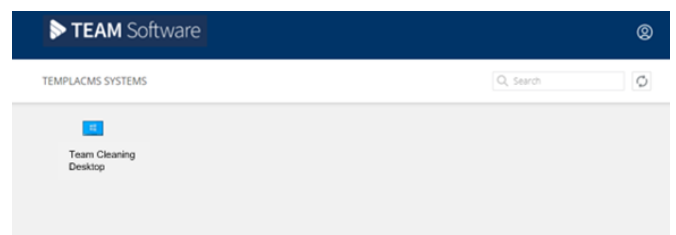» When you are comfortable with your **Cookie settings**, select **Accept Cookies** to show:

» Enter your **Username** and **Password**.
Please Note: Your **Username** and **Password** will be supplied by TEAM Software. It follows this format: **name.surname@companyname.com**
» Select **Log in**. The first time that you **Log in**, you must set up a **new password**. The **Password Reset** message is displayed:

» Select **OK** to **Change Password**

» Type in your **New Password** and then reconfirm it as prompted entering it again in the **Confirm** box
» Select **OK** to proceed

» Following your successful **Log in**, your hosted **Desktop** will load. Using your mouse, **right-click on the desktop icon**. Choose to run as **HTML5**

The **Desktop** launches. You now have access to the various applications you are authorised to use. An example of the icons on such a screen are shown to the right

» Logging in to each application will be covered during your training.