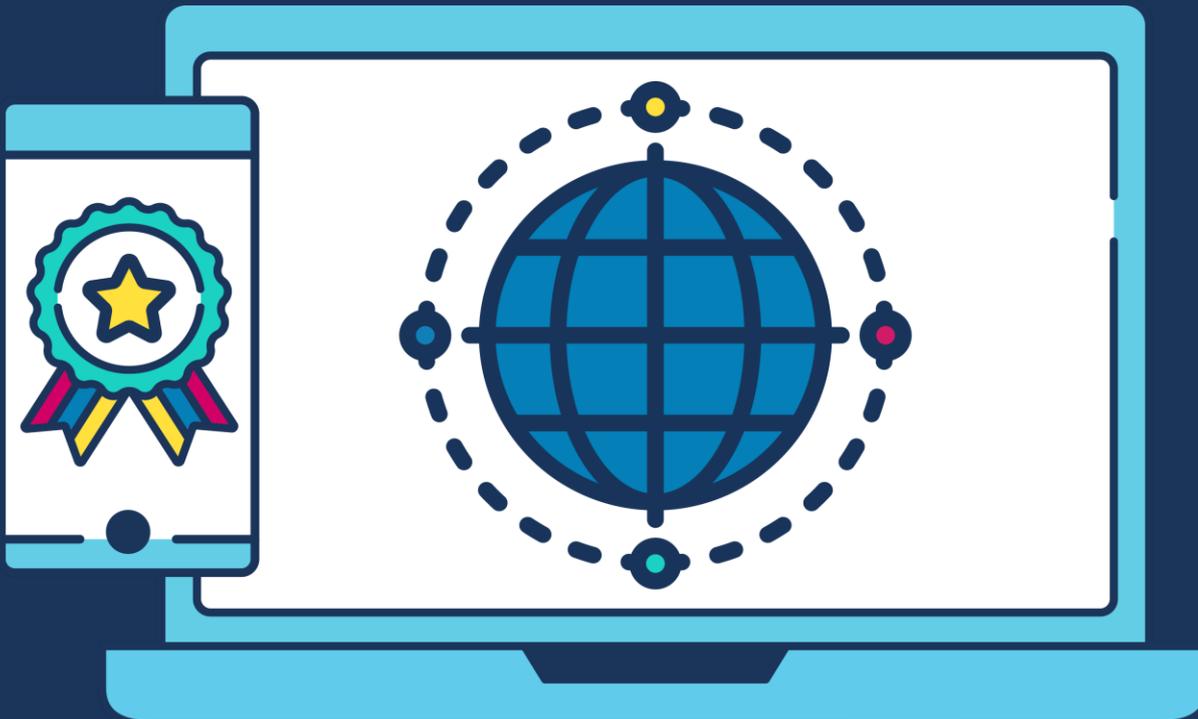


Hosted Environment User Log In

TEMPLACMS

Version: v.2 (CMS 6.1.0 – August 2021)



COMMERCIAL STATEMENT

This document is subject to any terms as per teamssoftware.com/legal.

HOSTED ENVIRONMENT LOCATION

The TemplaCMS hosted environment (Saas/Microsoft Azure) is accessed at <https://templa.teamsoftware.com>. You should save this as a **Favourite** in your **Web Browser Toolbar** so that it is easy to find and access in the future.

LOGGING IN

To log in, follow these steps:

- Open your web browser of choice (e.g. Google Chrome, Microsoft Edge etc.)
- Enter the following URL: <https://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**. The following is shown:

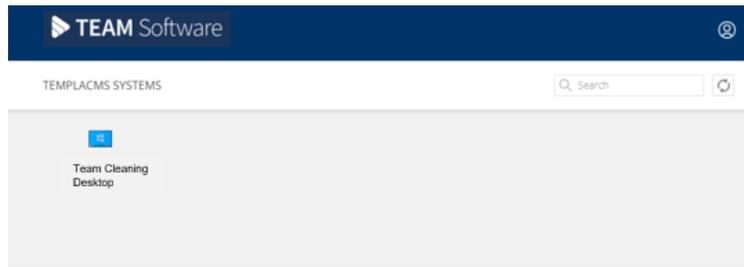
- Enter your **Username**
- Enter your **Password**

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 following **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 such a screen is shown below:

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





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