Staff – Login Password Setup

This article describes how to setup a Katipolt User Password to allow a User access to Katipolt.

To Setup a Katipolt User Password;

You will receive a Katipolt generated email to your email account, open the email and Press the link to go to the "Change Your Password" Window where you can setup your Password.

> **NOTE:** It may take a few minutes to generate the email and you receive your link

Quick Flow;

Press link > **Enter a Password** > **Confirm Password** > **Change Password**

1. Open the received email and **Press link**

2. From the "Change Your Password" Window, **Enter a Password**, **Confirm Password**, then Press **Change Password** to be taken to your Katipolt Home page

Once you have logged out for the first time, future logins will require you to access Katipolt through the Katipolt login window (your Katipolt Administrator will provide you with your Katipolt login window URL)

> **NOTE:** For future logins, your Username will your Email Address (where the "Change Your Password" link was sent to) plus the Company's Shortcode. IE "email address" dot "company shortcode"

> **NOTE:** If you forget your Password, Press the "Forgot Your Password" of the Login Window, OR call your Administrator who will initiate the re-set of your password