

## First Registration and Signing In

To access the system for the first time, you will receive an invite via email containing the link to the portal. Follow the link to the system by clicking on it

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[Sign In](#) | [Redeem Invitation](#)

Sign up with your invitation code

\* **Invitation Code**

I have an existing account

[Register](#)

Doing so will take you through to the 'Redeem Invitation' area of the system. You will notice a unique code (like the one above) will be in the box called 'invitation code'. This code will be used to grant you access to the system. Click the 'Register' button

You can now register for a new account. This involves entering your email address and creating a username and password to use to log in to the system going forward. To complete registration, click register

Once you have registered, you will be able to use the credentials created going forward, via the Sign In button in the top right-hand corner of the page



Sign in with your account

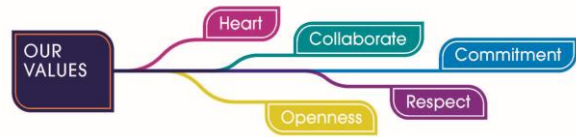
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\* **Username**

\* **Password**

Remember me?

[Sign In](#) | [Forgot Your Password?](#)



Note – please do not tick the 'Remember Me' option, for security purposes you shouldn't allow the system or your internet browser to save the password

If you cannot remember the password created, click Forgot Your Password? You will be prompted to enter your email address, and then will be able to reset your password by following the instructions in the email

Note – you will not be able to create an account without an access code. If you haven't been sent a link or access code, please contact the Volunteering Team at Francis Crick House.