



- 13. From any menu you can click  $\leftarrow$  to go back one menu.
- 14. Click 10 return to the Home Screen.
- 15. You can use the search field to narrow down what is displayed on many screens.
- 16. Click on your profile picture or the image box will open your Personal Details information.



## NOTES:

- To make logging in quicker click this link to see how to set a **<u>Pin Code</u>**.
- You can also <u>Reset</u> your password from the login screen.

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