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Intelligent Shipper

Login Manual
Version 2.0

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Description	Instructs users how to confirm a new account, login to the system, reset and change passwords.
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Document Controls

Version History

Version	Amendments	Date	Author
2.0	Existing manual updated to new document format	2.0	16/01/2019

Review

Name	Title	Date Reviewed	Version Reviewed
N/A – content not changed, only formatting changes			

Referenced Documents

Document Name	Version	Location (e.g. Link to Shared Drive, SharePoint etc.)
N/A	N/A	N/A

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1. Introduction

To access Intelligent Shipper, you will need a valid user account. This manual instructs users how to confirm new user accounts, login to the system, reset forgotten passwords and change passwords.

2. Confirm New User Account

When your Intelligent Shipper user account is created, an account confirmation email will be sent to the email address that has been set for your account. You will need to confirm your user account before you can use Intelligent Shipper.

1. To confirm your user account, click the "Confirm your account" button in the account confirmation email.
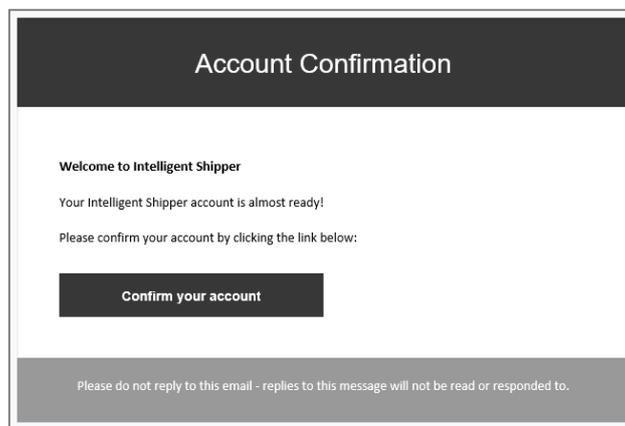

Figure 1 - Account Confirmation email

2. Intelligent Shipper will open in your web browser and you will be prompted to set a password for your account.
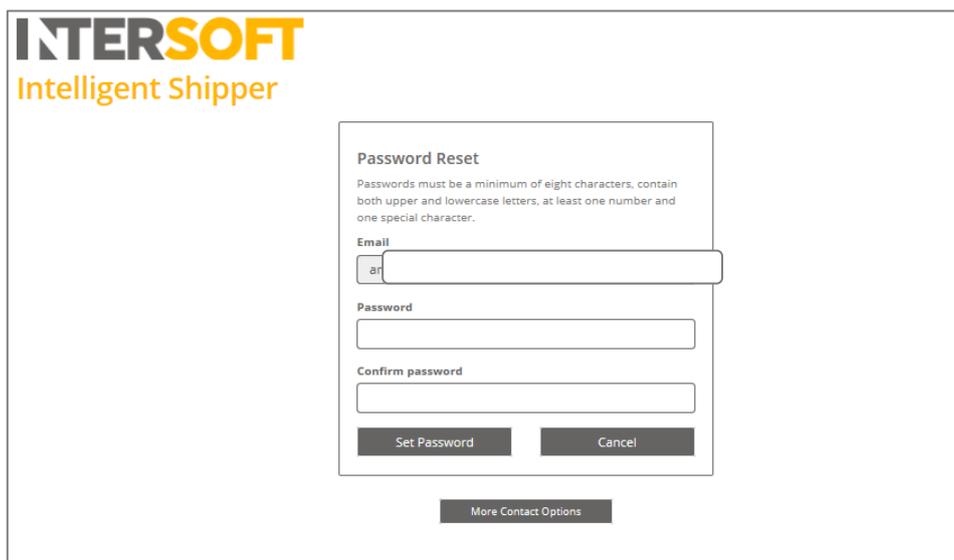

Figure 2 – Confirm Account

3. Enter and confirm a password that meets the criteria described in section <u>2.1 Password Criteria</u> and click "Set Password". You will then be logged into Intelligent Shipper and able to start using the system.

4. If you click the "Cancel" button your password will not be set. You will not be able to login to Intelligent Shipper until your password has been set and your account confirmed.

2.1 Password Criteria

When setting a password in Intelligent Shipper it must meet the following criteria:
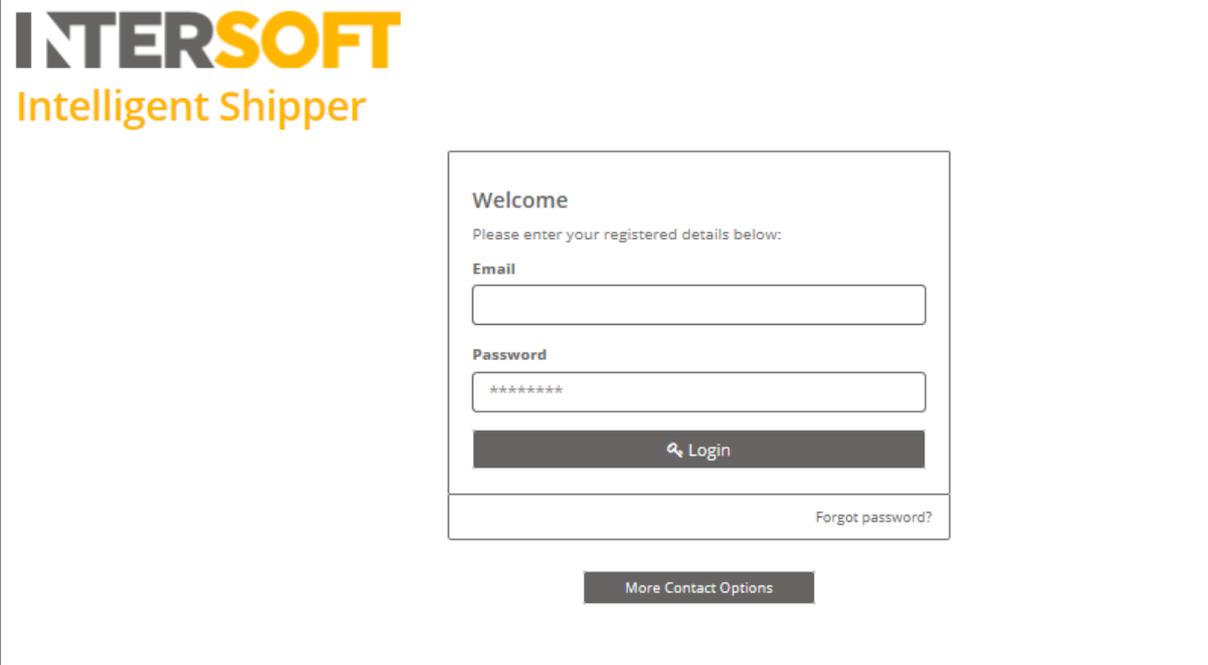
- be at least 8 characters long.
- have at least one digit ('0'-'9').
- have at least one non-letter or digit character.

If the password you enter does not meet these criteria then your password will not be set.

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3. Login to System

Once your Intelligent Shipper account has been confirmed, you will need to login each time you want to use the system.

1. When Intelligent Shipper is launched a login screen will be displayed.


Figure 3 - Login Screen

2. To access the system, enter the email address and password of you Intelligent Shipper account and click the "Login" button.
3. You will be logged in to Intelligent Shipper and able to use the system.

3.1. Forgot Password

If you have forgotten your Intelligent Shipper password you can request a password reset.

1. To reset your password, click the "Forgot Password" link on the Login screen.
2. You will be prompted to enter the email address of your Intelligent Shipper account.
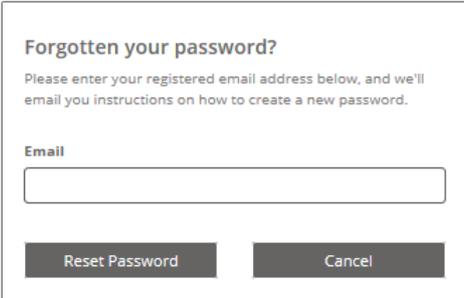
Figure 4 - Request Password Reset

3. When prompted, enter the email address of your Intelligent Shipper user account and click "Reset Password".
4. A Reset Password email will be sent to your email address.
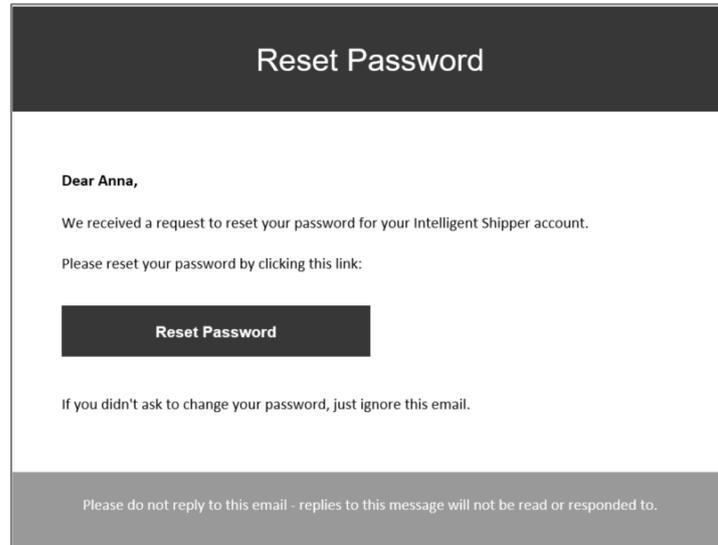5. Open the email and click the "Reset Password" button.

Figure 5 - Reset Password email

6. You will be directed to the Intelligent Shipper Reset Password screen.
7. Enter and confirm a password that meets the criteria described in section 2.1 Password Criteria and click "Set Password". You will then be logged into Intelligent Shipper.
   NOTE: The password must be different from your previous password.

Figure 6 – Reset Password screen

4. Change Password

Once you are logged into the system, you can change your password at any time.

1. To change your password, click on your display name in the right-hand side of the header bar on any screen
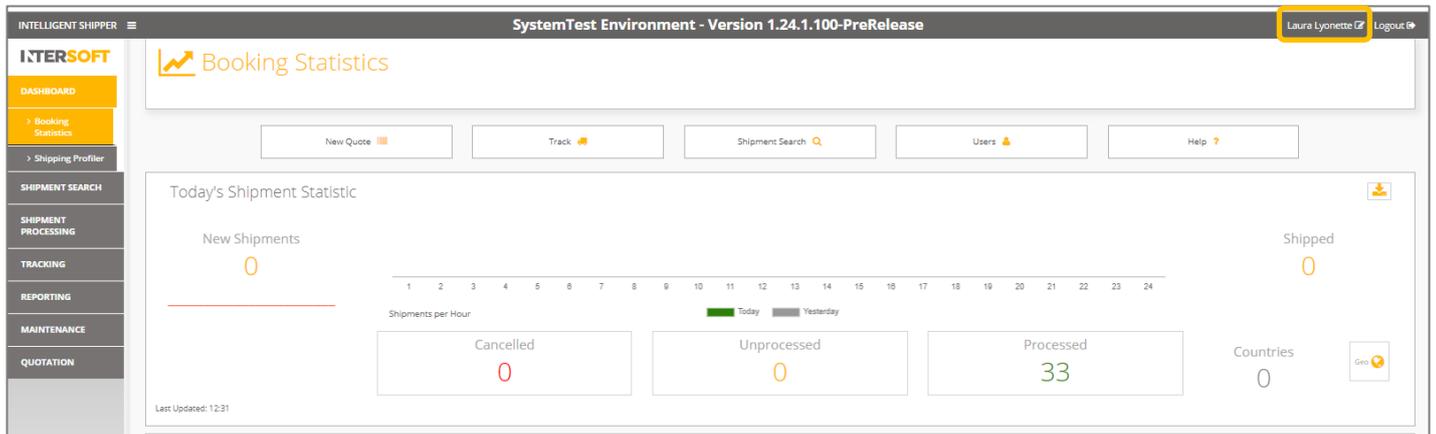

Figure 7 – Display name

2. The Change Password screen will open and will be populated with your account email address.

Figure 8 - Change Password screen

3. Enter the current password for your account.
4. Enter and confirm a password that meets the criteria described in section 2.1 Password Criteria and click "OK".
5. Your password will be changed and you will be directed to the login screen. Login using your new password to access the system.
6. You will receive an email informing you that your password has been changed.