

# HOW-TO: LOG IN TO THE PORTAL FOR FIRST TIME USERS

FOR: Public Users

**DESCRIPTION**: The log in process for first time portal users.

## PREREQUISITES:

- The user must have a pre-existing user account in the FACT Accreditation Portal or the FACT Annual Compliance system (NAVEXOne<sup>®</sup>).
- The user must have knowledge of their FACT SSO username and password. To obtain this information, refer to *How-To: Reset My Password*, IT.GDE.8.002.

### **PROCESS:**

1. On account creation, an invitation email is sent to the email address associated with the new account:



Sample User Account Request Email

2. Select the Account Registration link.



 If you do not already have a FACT account, select User Account Registration, and proceed to step 4.

If you already have an account with FACT, enter your email address and password in the fields provided, select *Login*, and proceed to step 11.

💥 Login					
If you have a pre-existing acc Portal, login below.	ount in the FACT Accreditation				
If you do not have an accoun or you are unsure, complete process.	t in the FACT Accreditation Portal, the User Account Registration				
New Users					
User Account Registration					
Existing Users					
Email Address *					
Email					
Password *	Forgot your password?				
Password					
Keep me signed in					
	Login				

New User Login

### **User Account Registration**

- 4. On the *User Account Registration* page, enter your email address.
- 5. Enter a password ensuring it meets the minimum password requirements.



Password Complexity Requirements:

- Must be between 12 and 256 characters in length.
- Must contain both upper- and lower-case characters.
- Must contain at least one non-alphanumeric character.
- Must contain at least one number.
- Must not match the previous 5 passwords.

ACCREDITATION PORTAL	
User Account Registration	
If you already have an account in the FACT Accreditation to the Login page and enter your existing username and	n Portal, return password.
If you are a first time user in the FACT Accreditation Porto information below to complete the registration process.	II, provide your
* Email Address	
Email Address	
* Password	()
* Password Password must contain a minimum of 12 characters!	0
* Password Password must contain a minimum of 12 characters! Password must contain at least one lower case character!	O
Password Password must contain a minimum of 12 characters! Password must contain at least one lower case character! Password must contain at least one number! Password must contain at least one sumber!	٥
* Password Password must contain a minimum of 12 characters! Password must contain at least one lower case character! Password must contain at least one number! Password is required!	0
* Password Password must contain a minimum of 12 characters! Password must contain at least one lower case character! Password must contain at least one number! Password must contain at least one upper case character! Password is required! Password must contain at least one special character!	٥
* Password Password must contain a minimum of 12 characters! Password must contain at least one lower case character! Password must contain at least one upper case character! Password must contain at least one upper case character! Password must contain at least one special character!      * Confirm Password	٢

6. Select Submit.

**User Account Registration Form** 



7. Select Return to Login.



### **User Account Registration Complete**

🗙 Login

Enter your credentials below to access your FACT account.

## Login

- 8. Enter your email address and password to log in.
- 9. Select *Keep me signed in* to allow FACT SSO to recall your email address and log in to other systems.
- 10. Select Login.

# Email Password • Forgot your password? Password Market Ma

# Two Factor Authentication

The portal prompts you to perform two-factor authentication.

- 11. Select Email to address on file.
- 12. Select Submit.
- The portal verification code form displays and an email with a verification code is sent to your email address. The email will be sent from portal@factglobal.org.

# Do not close this window.





Verification Code Form



14. Locate your FACT Accreditation Portal Account Verification email. The *Verification Code* is in the email.

### FACT Portal Account Verification

Verify your account by entering this code in the Verify Account window:

Verification Code: QXJER1

Thank you,



Foundation for the Accreditation of Cellular Therapy 6901 Dodge St. Suite 201 | Omaha, NE 68132 phone 402.920.7001 | fax 402.920.7002

This email was automatically generated by the FACT Accreditation Portal.

#### Portal Verification Code Email

- 15. Return to the portal and enter the verification code.
- 16. Select *Sign In* to complete the verification process.

If you would like to receive verification codes as a text message on a mobile device in the future, complete the log in process and then proceed to page 5 of this guide.





# **Optional: Text Message Verification Code Setup**

To receive text message verification codes, you must have a mobile phone number associated with your account.

17. After you have logged in, select your name in the top right corner and select Manage Account.

My Applications My Applications			Example New User
Current Applications			
and the second			۲
[] Help			Manage Account
Past Applications			⊘ Reset Password ⊠ Send Test Email
Organization	Cycle	Applications	SIGN OUT

User Dashboard - User Menu

	Edit User My Applications - Edit User				
	Example New, User				
	User Dotails				
	* First Name		* Last Name		
w mahila nhana numhar	Example New		User		
ir mobile phone number	Phone Number	Extension (if any)	Mobile Phone Number 🛈		
ct <b>Submit</b> .	Phone Number	Extension	Mobile Phone Number		
	* Email Address				
	examplenewuser@gmail.com				
	Contact Person				
	+ Add assistant				
	Credentials				
	Crgonization Assignments				
	Longuages				
	Which languages do you speak and/or read?				
		•			

18. Enter you and selec

19. During the two-factor authentication log in process, if a phone number has been added to your User Account, you will have the option to receive your verification code via text message or email.



Edit User Form

**Two Factor Authentication Options**