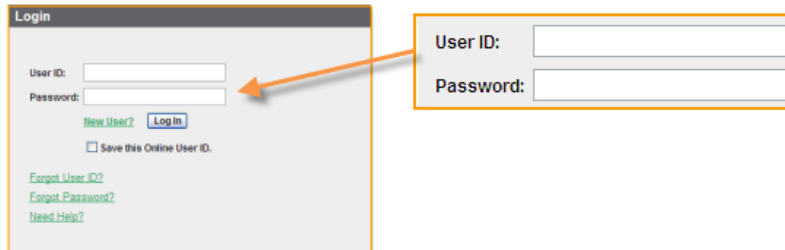


Activate New IntegrityAgent.com User Help

- Step 1:** User will receive two emails
- One with User ID
 - One with your temporary password

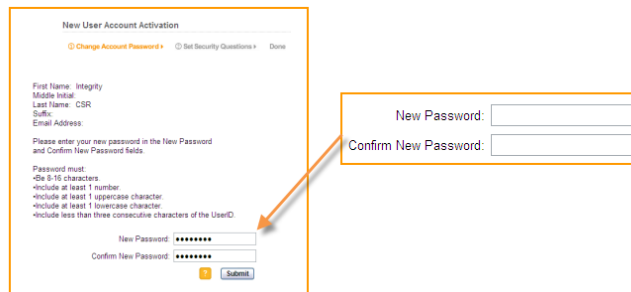
From	Subject
IntegrityAgent.com	IntegrityAgent.com User Activity Notice
IntegrityAgent.com	IntegrityAgent.com User Activity Notice

Step 2: Log on IntegrityAgent.com with your user ID and temporary password.



The screenshot shows the 'Login' page with fields for 'User ID:' and 'Password:'. A callout box on the right highlights these two fields with an orange border and an arrow pointing to the 'User ID:' field on the page.

Step 3: Enter and confirm a new password for your account.



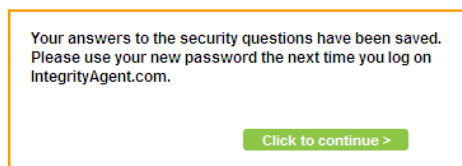
The screenshot shows the 'New User Account Activation' page. It includes fields for 'New Password:' and 'Confirm New Password:'. A callout box on the right highlights these two fields with an orange border and an arrow pointing to the 'New Password:' field on the page.

Step 4: Answer each of the three security questions.



The screenshot shows the 'New User Account Activation' page with the 'Set Security Questions' step selected. It contains three security questions with input fields: 'What is your mother's maiden name?', 'What is the name of the town where you were born?', and 'What was the make of your first car?'. A 'Submit >' button is at the bottom.

Step 5: Activation is completed - click 'Click to Continue' to access IntegrityAgent.com



The screenshot shows a confirmation message box with the text: 'Your answers to the security questions have been saved. Please use your new password the next time you log on IntegrityAgent.com.' A 'Click to continue >' button is at the bottom.

Step 6: (Principals and Administrators only):

- To create and manage user accounts for your office staff in Integrityagent.com
- In the left navigation select 'Your Agency' then click 'Integrity User Access'
- For additional help creating new users, [click here to view the Integrity User Access Guide.](#)