

Creating and Managing User Account:

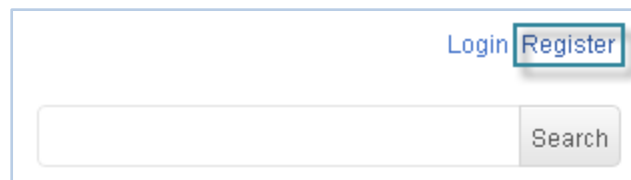
New users can directly create a user login by following few easy steps of user registration. Meanwhile Administrator can manipulate the settings for the user registration. For instance they can use registering using a verification code, Private user registration, public registration and none registration method.

Sign up to become a registered user of the site

Registering as a public user will provide an instant access to the site as a member without any verification.

Note: Fields marked with an asterisk are mandatory.

Step1. Click on the **'Register'** option placed at the top right corner of the site. It prompts you with **'User Registration'** page.



Step2. Complete all the fields in the **'User Registration'** page as per the following details:-

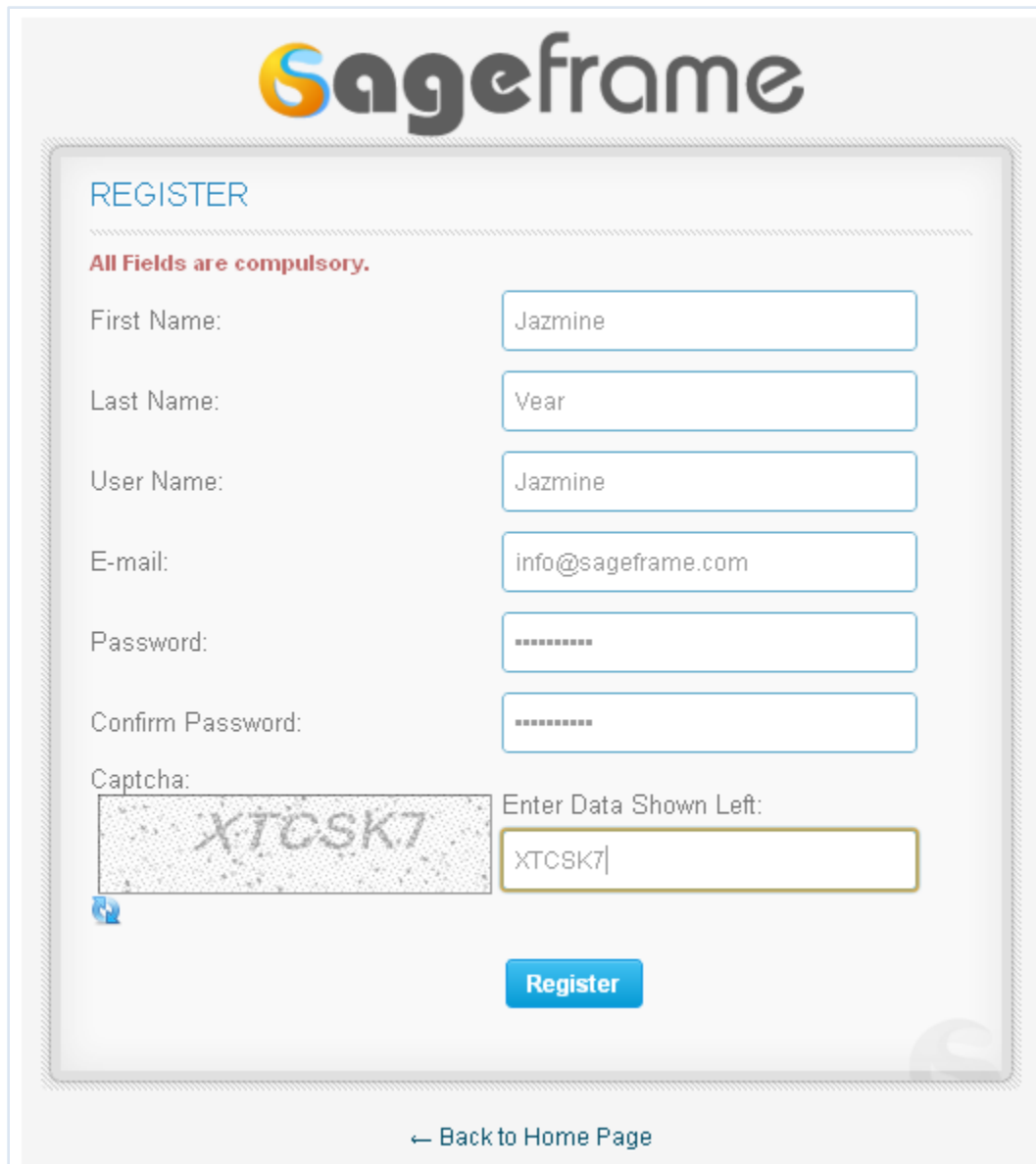
➤ **User Info**

- Put in your **'First Name'**, **'Last Name'** and **'Email Address'**. Make sure you put the email address that is used on a regular basis as notifications and alerts related to SageFrame will always be sent in the same email address.

➤ **Create Login**

- Fill in the text box with the desired Username. Username is private and cannot be changed.
- Fill in the text box with a unique password and confirm the same.
- Enter the Captcha (security code) for the verification.

Step3. Click the  button to create your user account.



The image shows a registration form for Sageframe. At the top is the Sageframe logo. Below it is the heading "REGISTER". A note states "All Fields are compulsory." The form contains several input fields: "First Name" with the value "Jazmine", "Last Name" with "Vear", "User Name" with "Jazmine", "E-mail" with "info@sageframe.com", "Password" and "Confirm Password" both with "*****", and a "Captcha" section. The captcha image shows the text "XTCSK7" and the input field contains "XTCSK7". A blue "Register" button is at the bottom of the form. Below the form is a link: "← Back to Home Page".



User Registered Successfully

Step4. You will be notified with message after the completion of the user registration.

Signing up as a Private User

Registering as a Private registered user, the administrators have to approve the user before granting them with site access.

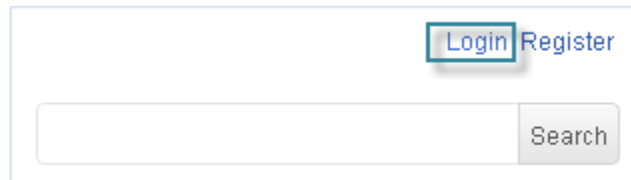
Signing up as a Registered User with Verification Code

Once the registration is complete, users will be sent an email with the Verification code. The first time they login, they are asked to enter the verification code, if they are verified correctly; they are given access to your site as a member. Once they are verified, they no longer need to enter the verification code.

Logging In and Out


Logging into a site

1. Click in the login module at the top right corner of the website or navigate to an account login module.



A screenshot of a website's login module. At the top right, there are two buttons: 'Login' and 'Register'. Below them is a search bar with a 'Search' button on the right side.

2. Enter the Username and Password and click in the sign in button to complete the log-in process.



A screenshot of the SageFrame login page. The page features the SageFrame logo at the top. Below the logo, the word 'LOGIN' is displayed. There are two input fields: 'User Name:' with the text 'Jazmine' and 'Password:' with a masked password '.....'. Below the password field is a link for 'Forgot Password?'. At the bottom left, there is a blue 'Sign In' button. A large, faint 'S' logo is visible in the background on the right side.


Logging Out

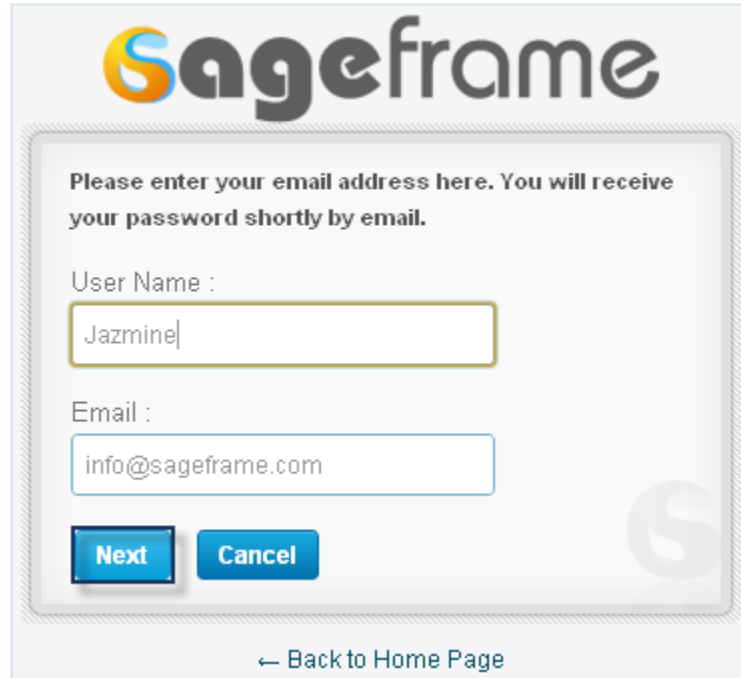
1. Click **'Logout'** link which is placed at the top right corner of every page.



Retrieving a Password

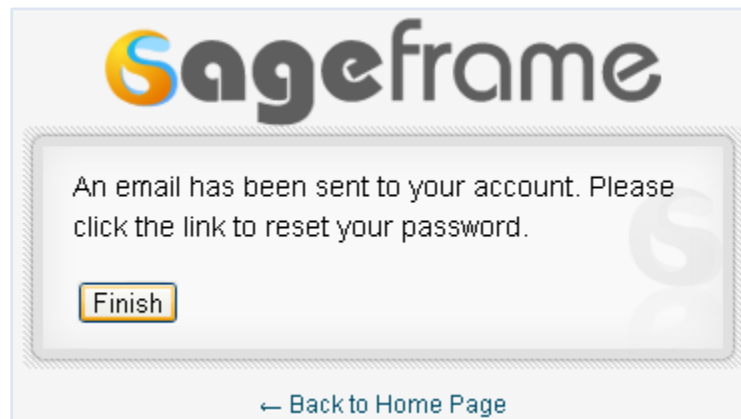
1. If you forget your password, you can have a temporary password sent to your email address by clicking on the **'Forgot Password'** link in the **'Login'** page.

2. Enter the User Name and the Email address and Click the  button.



The image shows a Sageframe password reset form. At the top is the Sageframe logo. Below it, a message reads: "Please enter your email address here. You will receive your password shortly by email." There are two input fields: "User Name :" with the text "Jazmine" and "Email :" with the text "info@sageframe.com". Below the fields are two buttons: "Next" and "Cancel". At the bottom of the form is a link: "← Back to Home Page".

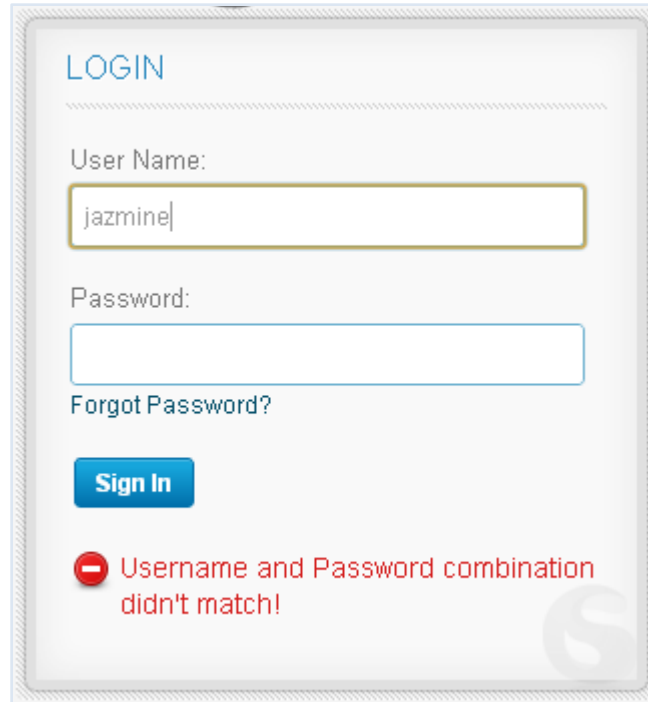
3. Click the **Finish** button to go to the login page.



The image shows a Sageframe password reset confirmation screen. At the top is the Sageframe logo. Below it, a message reads: "An email has been sent to your account. Please click the link to reset your password." There is a single button: "Finish". At the bottom of the form is a link: "← Back to Home Page".

Troubleshooting Login Failed



At times your login might fail due to incorrect password or username. Don't worry! Login again and make sure to enter the accurate User Name and Password. Also ensure that the Caps Lock is turned off.



The image shows a login form titled "LOGIN". It has two input fields: "User Name:" with the text "jazmine|" and "Password:". Below the password field is a link "Forgot Password?". A blue "Sign In" button is present. At the bottom, there is a red error message: "Username and Password combination didn't match!". A faint "S" logo is visible in the bottom right corner of the form area.

Troubleshooting Failed Password Retrieval

The following messages may be displayed when the password retrieval fails:-

-  **Username and Password didn't match:** Retry with a different Username and Password or email the administrator for the further assistance.
-  **Username or Email Address didn't match:** Enter a different Username or a Password or email the administrator for assistance.