

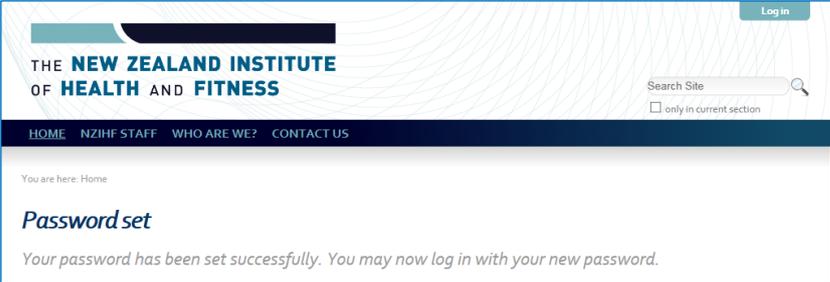
Quick Reference Guide

How to set your Password, Log in for the First Time to the NZIHF Database and then Log out.

Overview	<p>Each student is provided a unique login to the NZIHF database. This allows you access to student material, forms, your messages and other useful material</p> <p>Once you have been enrolled as a student you will receive an email which provides you with your User Account Information for NZIHF.</p>
Unique User ID	<p>The format of your User ID is your first name, last name and your date of birth in reverse date order</p> <p><i>Example 1</i> - year of birth 1995, month of birth December, day of birth 17th cheryltrainer19951217</p> <p><i>Example 2</i> - year of birth 1995 month of birth April, day of birth 1st cheryltrainer19950401</p>

How to Set Your Password

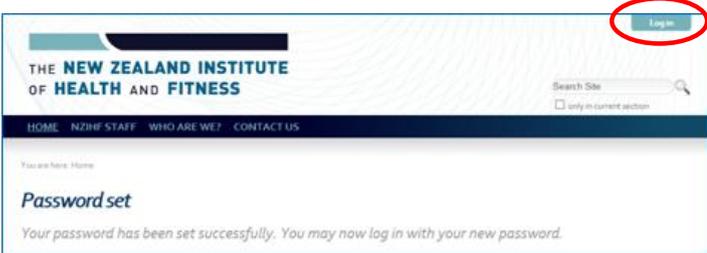
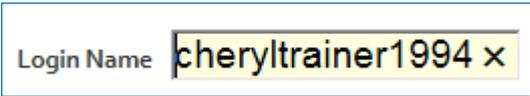
The following steps describe how to set your password for your new NZIHF User ID	
Steps	Description
1	<p>From your email inbox open the email message from NZIHF Admin</p> 
2	<p>Take note your user name and save this email for future reference.</p> <div data-bbox="576 1771 1126 1899" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Welcome ,</p> <p>Your user account has been created. Your username is cheryltrainer19941217.</p> </div>

<p>3</p>	<p>Click on the link provided within the email.</p> <div data-bbox="523 271 1182 551" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>Welcome ,</p> <p>Your user account has been created. Your username is cheryltrainer19941217. Please activate it by visiting</p> <p>http://nzihf.acpt.thevirtual.co.nz/passwordreset/e9085420c265f908a3ec673b5b913475?userid=cheryltrainer19941217</p> <p>Please activate your account before Jul 13, 2015 01:19 PM</p> <p>With kind regards,</p> <p>-- NZIHF Admin</p> </div> <p><i>Note: This will take you a screen within the NZIHF database to Set your password</i></p>
<p>4</p>	<p>In the My user name is field enter the User Name provided to you within the email eg cheryltrainer19941217</p> <div data-bbox="655 725 1050 857" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>My user name is Enter your user name for verification.</p> <input type="text" value="cheryltrainer19941217 x"/> </div>
<p>5</p>	<p>In the New password field enter a password of your choosing. It must be a minimum of 5 characters</p> <div data-bbox="600 1003 1106 1128" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>New password Enter your new password. Minimum 5 characters.</p> <input type="text"/> </div>
<p>6</p>	<p>Re-enter your password in the Confirm password field. Note: the must be identical</p> <div data-bbox="536 1245 1169 1368" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>Confirm password Re-enter the password. Make sure the passwords are identical.</p> <input type="text"/> </div> <p><i>Note: the confirm password entered must be identical to the new password</i></p>
<p>7</p>	<p>Click on the Set my Password button</p> <div data-bbox="679 1547 1023 1621" style="border: 1px solid black; border-radius: 15px; padding: 10px; margin: 10px auto; width: fit-content; background-color: #ccc;"> <p>Set my password</p> </div>
<p>8</p>	<p>When your password has been accepted the Password set screen will be displayed</p> <div data-bbox="437 1742 1267 2024" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;">  <p>The screenshot shows the NZIHF website header with a 'Login' button. Below the header is a navigation menu with 'HOME', 'NZIHF STAFF', 'WHO ARE WE?', and 'CONTACT US'. The main content area displays 'You are here: Home' followed by the heading 'Password set' and the message: 'Your password has been set successfully. You may now log in with your new password.'</p> </div>

How to Login

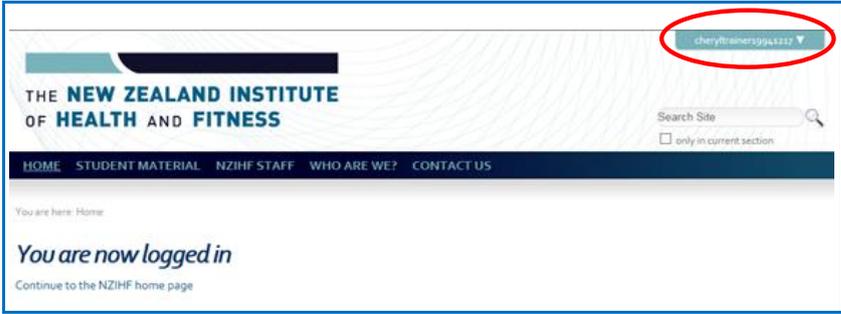
The following steps describe how to login to the NZIHF database using your new User ID and password.

Once you have logged in you will then be able to navigate around the NZIHF site.

Steps	Description
1	<p>Click on the Log in button at the top right of the www.nzihf.co.nz website</p> 
2	<p>Enter your User name into the Login Name field eg cheryltrainer19941217</p> 
3	<p>Enter your Password you created previously into the Password field</p> 
4	<p>Click on the Log in button</p> 
5	<p>When you have successfully logged into the NZIHF database the You are now logged in screen will be displayed. Your user id is displayed at the top right of the screen</p> 

How to Log Out

The following steps describe **how to log out** of the NZIHF database once you have completed browsing.

Steps	Description
1	<p>Click on the arrow next to your User Name</p> 
2	<p>Click on Log out from the drop down list of options</p> 
3	<p>The You are now logged out screen will be displayed</p> 