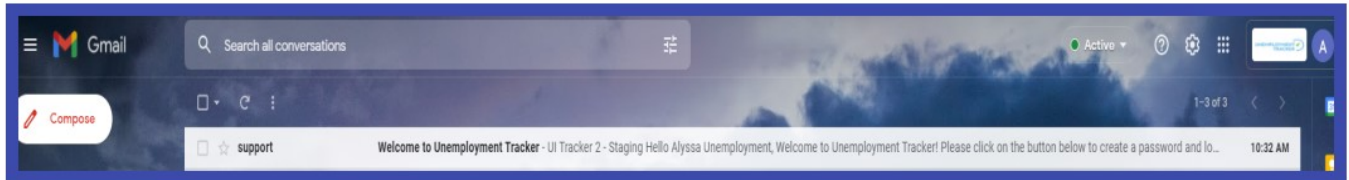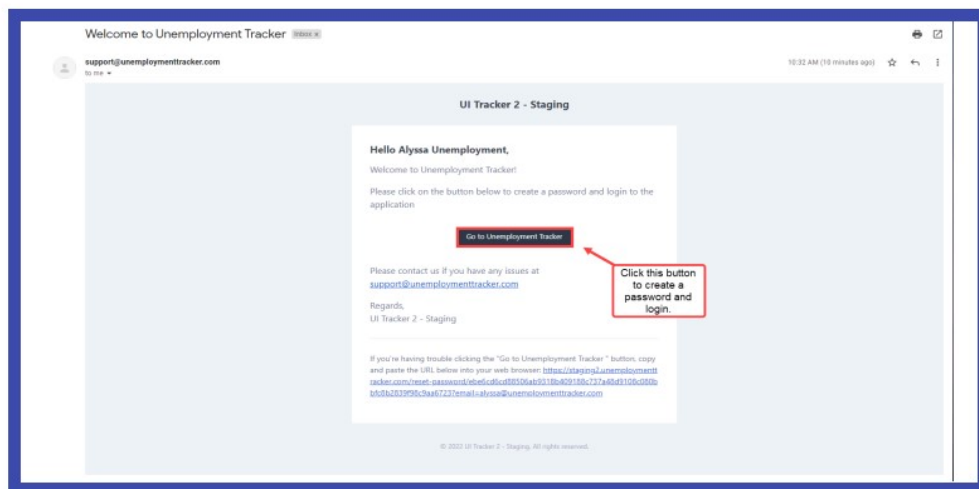# First-Time Login

## Step by Step Guide - First-Time Login to Software

This guide walks you through the steps on how to login to the Unemployment Tracker Software for the first time.

You will receive an email from Unemployment Trackers Support with a subject of "Welcome to Unemployment Tracker." Open this email to begin the login process.

Once you have opened the email you will see a welcome message. Click on the GO TO UNEMPLOYMENT TRACKER button to begin setting up your account.
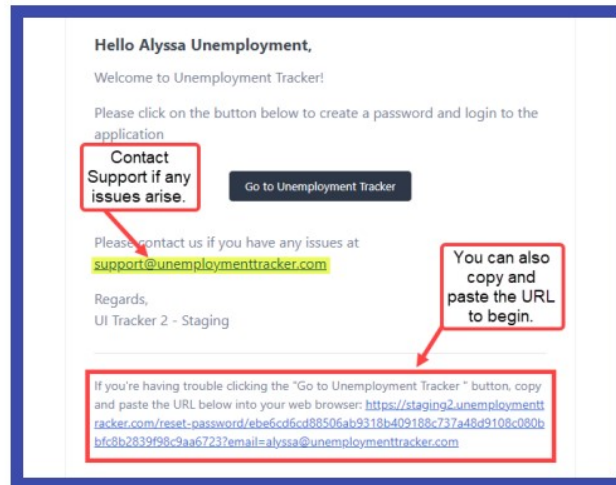
If you have trouble clicking the GO TO UNEMPLOYMENT TRACKER button you may also copy and paste the URL found at the bottom of the welcome message.

Note that if any issues arise during the login process you may contact Unemployment Tracker Support at support@unemploymenttracker.com.

Next, you will be taken to the software's Reset Password screen where you will see your email address and space to create a password for your account.

Reset Password

E-mail Address

alyssa@unemploymenttracker.com

Password (Password must be at least 10 characters and contain: a capital letter, a number and a symbol.)

(1) ・・・・・・・・・・

Confirm Password

(2) ・・・・・・・・・・

SAVE

First, create a password for your account. The password must be at least 10 characters long and contain a capital letter, a number, and a symbol. Then, you will be asked to confirm your password. Once all requirements have been met click the SAVE button found in the bottom right corner.

UNEMPLOYMENT TRACKER
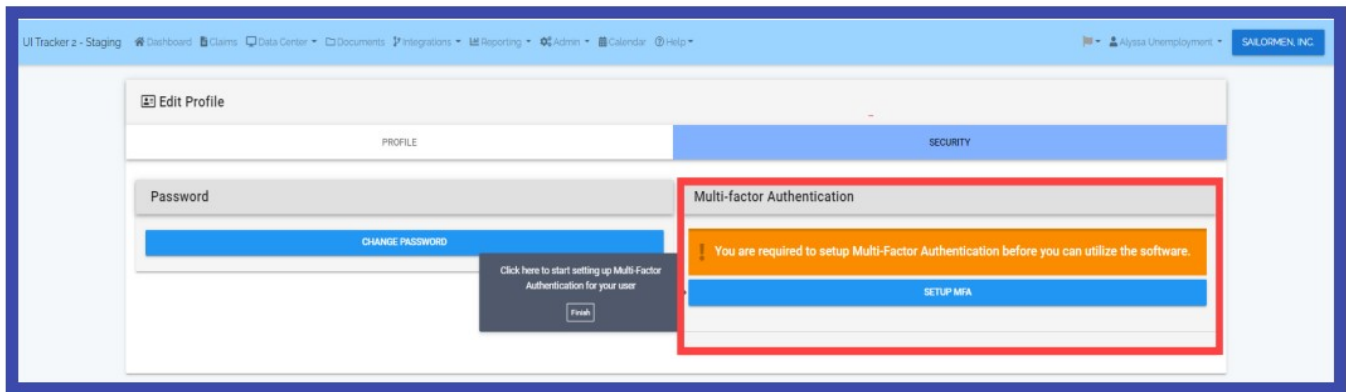
Login

E-Mail Address   alyssa@unemploymenttracker.com

Password   ・・・・・・・・・・

☐ Remember Me

Login   Forgot Your Password?

After you have created a password for your account you will be taken to the login screen. Enter your email address and password for the account. If you do not remember your password you may click where it says "Forgot Your Password?" to follow steps to reset your password.

Note that you may also check the REMEMBER ME box for the software to remember your login information.

You have successfully logged into the software. Now you will be prompted to setup Multi-Factor Authentication to utilize the software. This will be required for future login attempts.

For more information see: *Multi-Factor Authentication - Step by Step Guide to Setting up MFA.*