



How to log in

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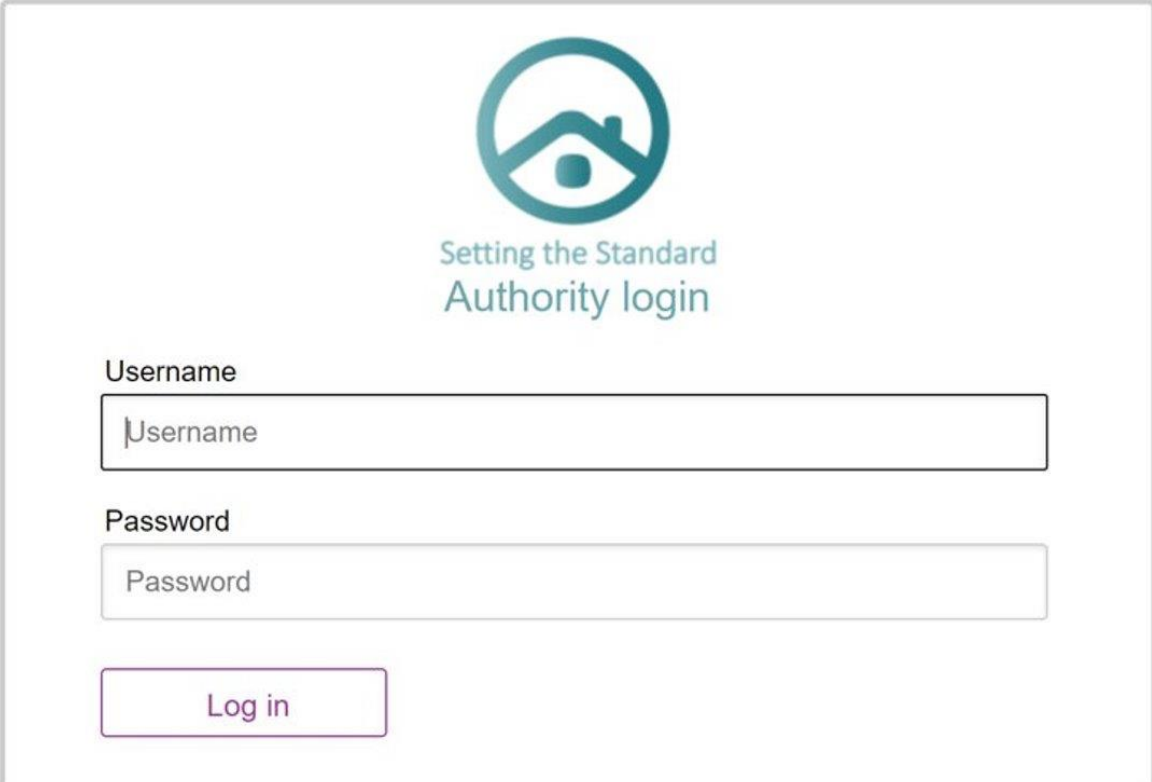
How to access the login page

You will be asked to enter the email address and password that you used when you registered for your Setting The Standard Authority Account. There are two ways to log in to your account:

- i. Click on the Registration success email link you received which confirmed your account activation.
- ii. You can login to your account from the login page.

How to log in to your account

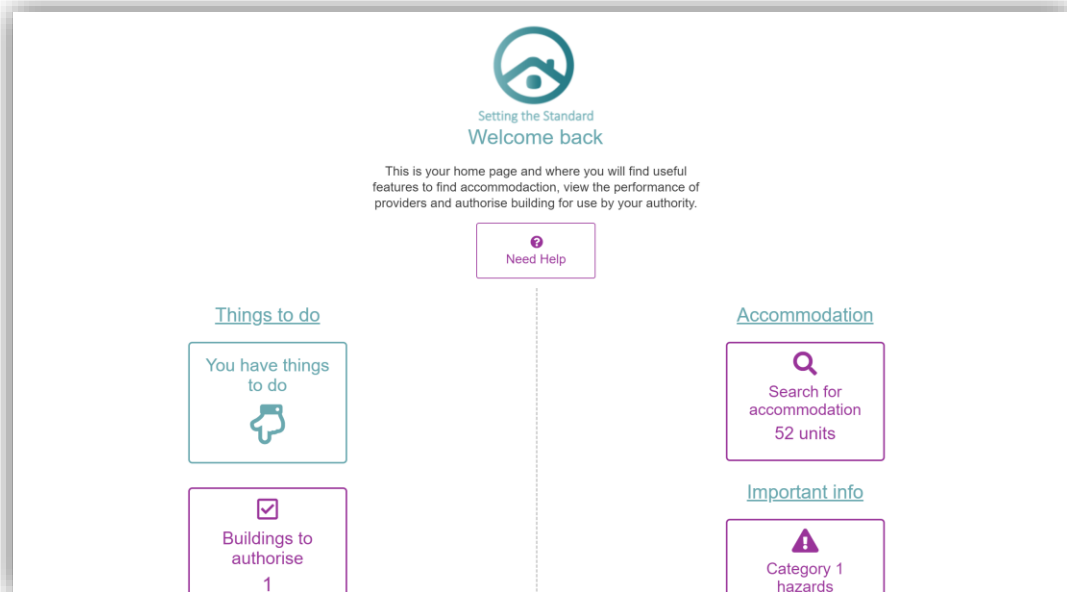
- i. Enter your **Username** and **Password** created at Registration stage. Please note your **Username** is different to your email account.
- ii. Click the **Log In** button.



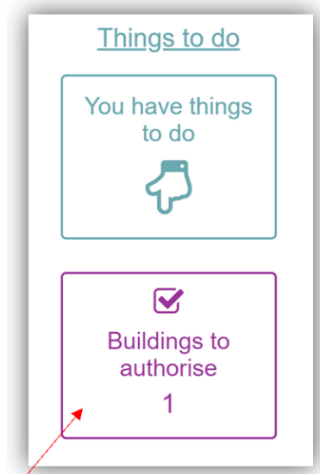
The image shows a login page for 'Setting the Standard Authority'. At the top center is a teal logo consisting of a circle with a stylized house and a person inside. Below the logo, the text 'Setting the Standard Authority login' is displayed in a teal font. Underneath this, there are two input fields: the first is labeled 'Username' and contains the placeholder text 'Username'; the second is labeled 'Password' and contains the placeholder text 'Password'. At the bottom of the form is a purple button with the text 'Log in'.

How to navigate the Summary Page

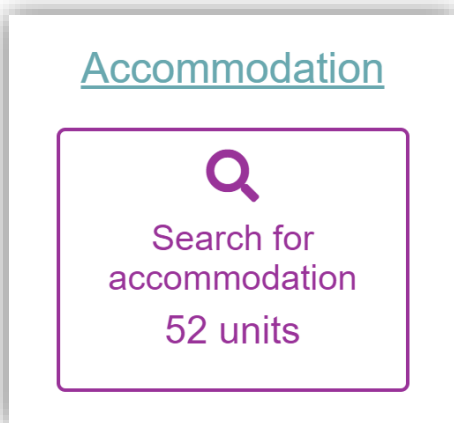
You will be directed to the Authority **Home Page**, which provides an overview of **Things to do**, **Accommodation** and **Important Info**. The summary page also provides a shortcut to a help section titled **Need Help**.



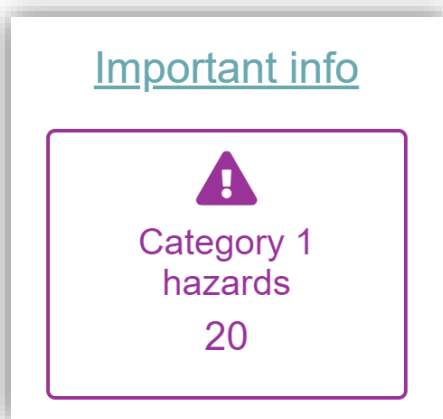
Use the **Things To Do** section to keep up to date with any requests you may have to action. component and click the **Buildings To Authorise** tile as a shortcut, You will then be directed to the **Buildings Page** to approve or reject buildings added to the Setting The Standard system by a **Provider**.



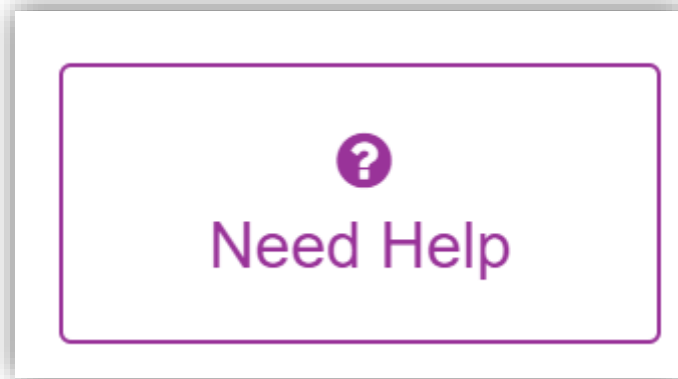
Use the **Accommodation** section as a shortcut to **Search for Accommodation**. Here you can search for a property, or a unit, view inspections reports, view contact details for a provider, view a summary of actions to be completed by a provider, and add case management notes.



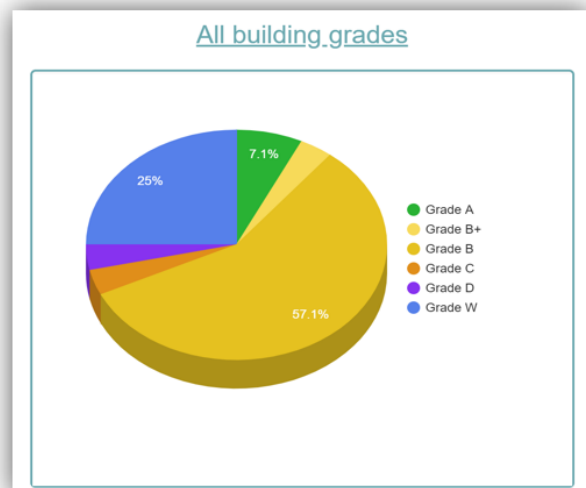
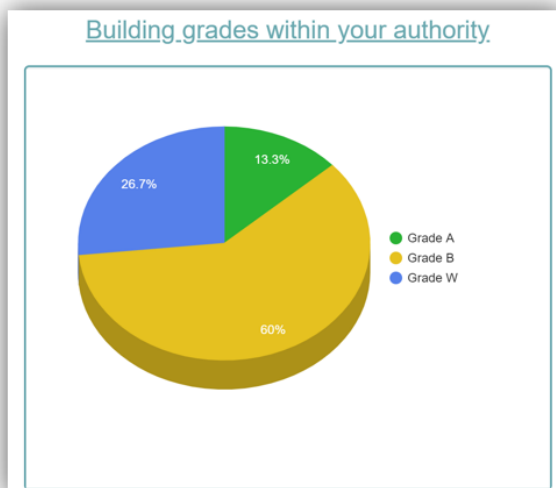
Use the **Important Info** section to monitor current or previous **Category 1 hazards** for all authorities registered to Setting The Standard.



Use the **Need Help** button as a shortcut to access the **Help** Page. Here you can access **User Guides**, **FAQs** and **Glossary** material, and can also contact the STS Support team via the **Contact Us** form.

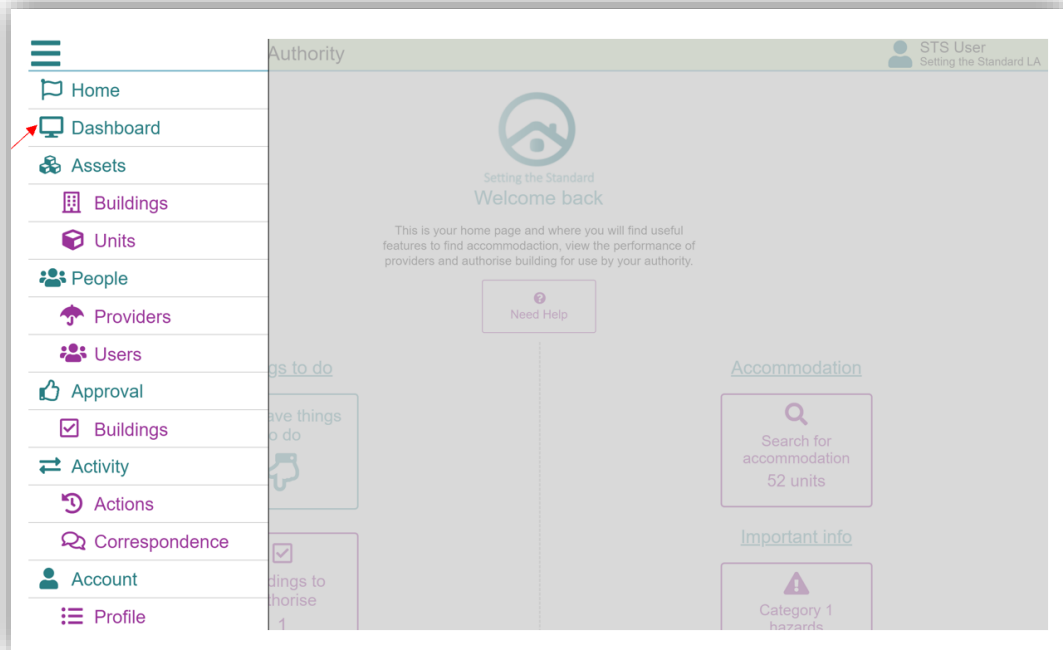


Use the **Building grades within your authority** and **All building grades** tiles to view an up-to-date overview of all properties registered on Setting The Standard system and the grading they have been assigned, following an inspection.

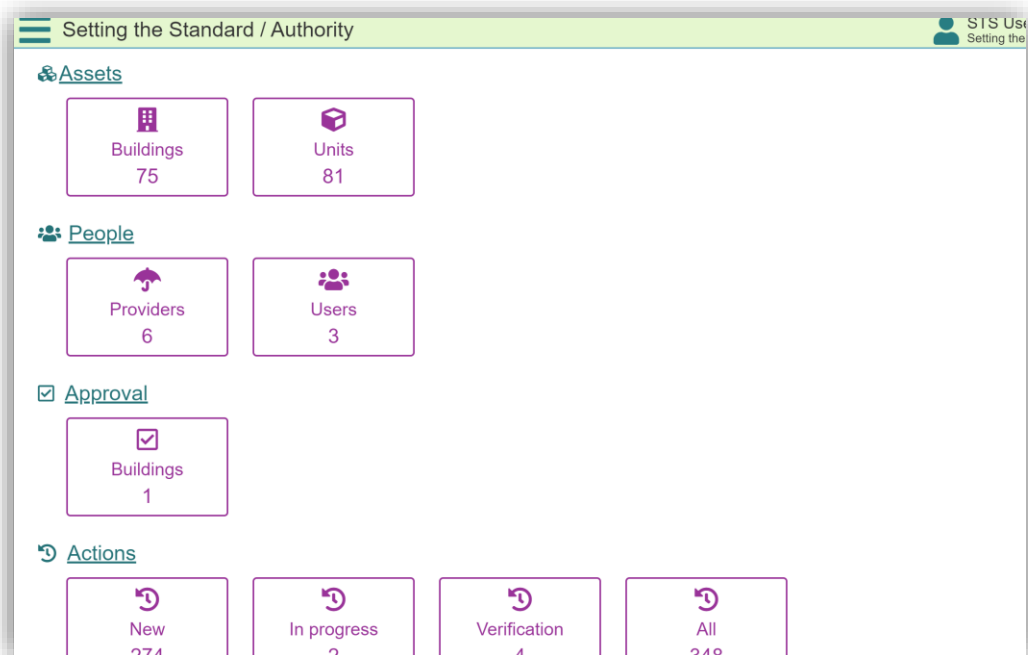


How to navigate the Dashboard

- i. Click on the Side Menu, click on the **Dashboard** field. You will be directed to the Authority **Dashboard** (home page).

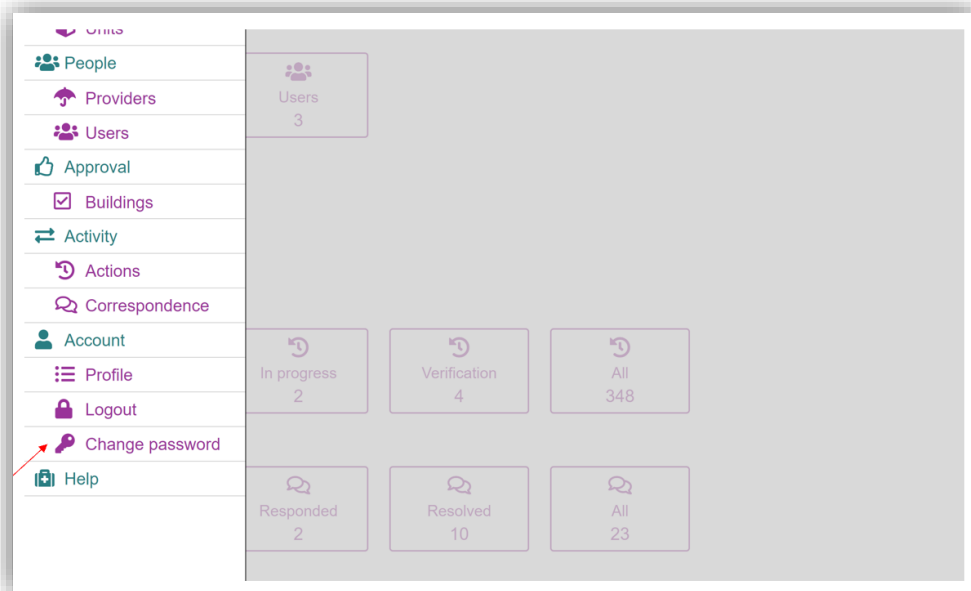


- ii. On the **Dashboard**, you can access all the main components off the app; **Assets**, **People**, **Approval**, **Actions** and **Messages**.



How to Change Your Password

- i. Click the side menu and select **Change Password**.



- ii. A pop up window will display. Type your **Current Password**.
- iii. Type your **New Password**.
- iv. Retype your new password in the **Retype Password** field. Click on the **Change** button to save your changes.

A pop-up window titled 'Change password' with a key icon. It contains three text input fields labeled 'Current password', 'New password', and 'Retype password'. At the bottom, there are two buttons: 'Change' (with a gear icon) and 'Cancel' (with an 'X' icon).

How to log out of your account

To logout, select the side menu and click on **Logout**. This will remove you from your account, and you will be redirected to the Setting The Standard **Log In** Page.

