



How to login to the Setting The Standard System

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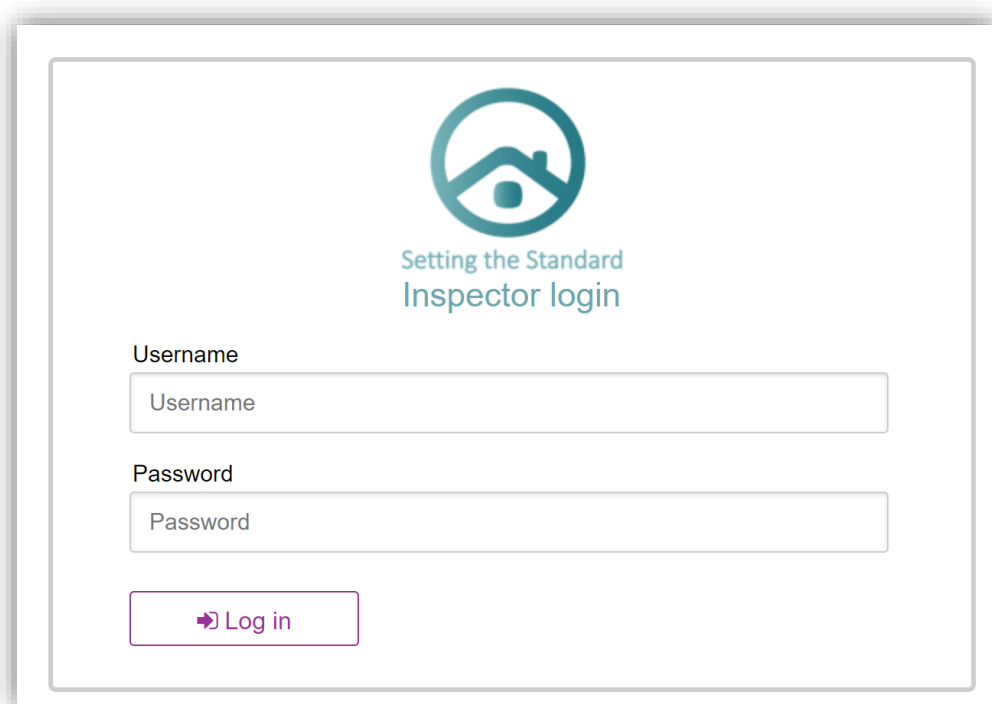
How to log in to the Setting The Standard System

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 login to your account:

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

How to log in to your account

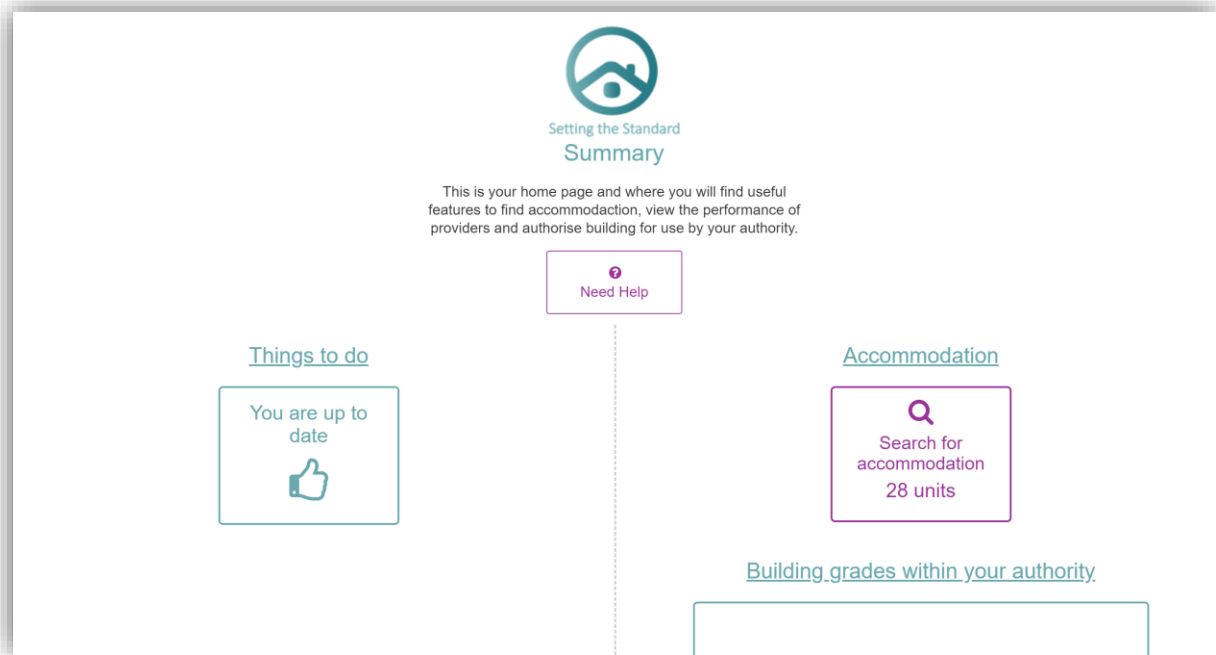
- i. Enter your **Username** and **Password** created at Registration stage.
- ii. Click the **Log In** button.



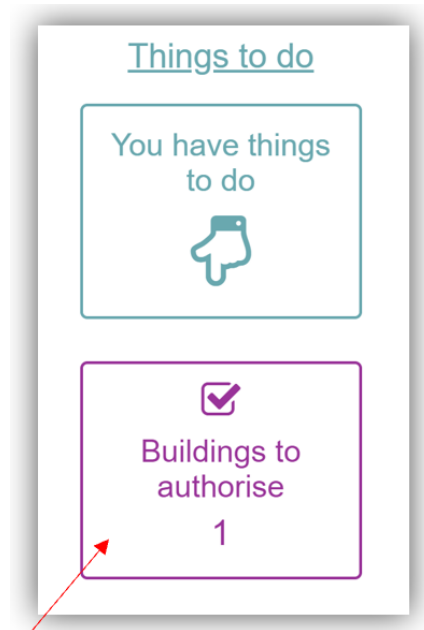
The image shows a login form for 'Setting the Standard'. At the top center is a teal circular logo containing a white house icon with a chimney. Below the logo, the text 'Setting the Standard' is in teal, and 'Inspector login' is in a darker teal. The form contains two input fields: 'Username' and 'Password', each with a placeholder of the same name. Below these fields is a purple button with a right-pointing arrow and the text 'Log in'.

How to navigate the Summary Page

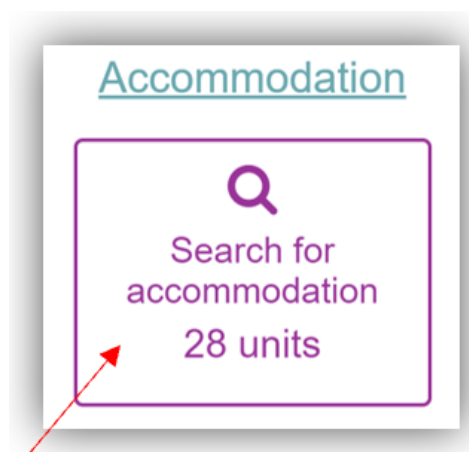
- iii. You will be directed to the Authority **Summary** page, which provides an overview of **Things to do** and **Accommodation**. The summary page also provides a shortcut to the **Help** Page.



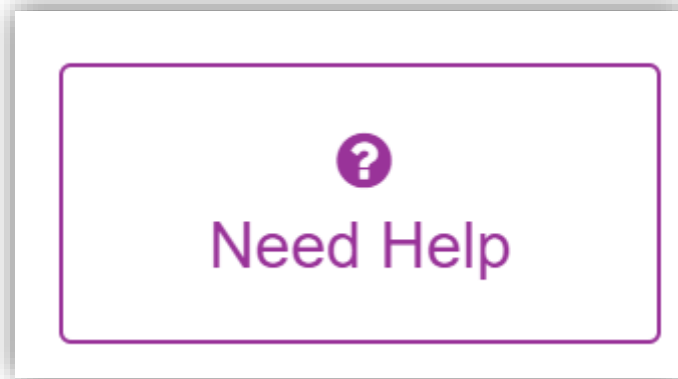
Use the **Things To Do** component and click the **Buildings To Authorise** tile, to approve or reject buildings added to the Setting The Standard system by a **Provider**. You will then be directed to the **Building Approval** page of the **Authorities app**.



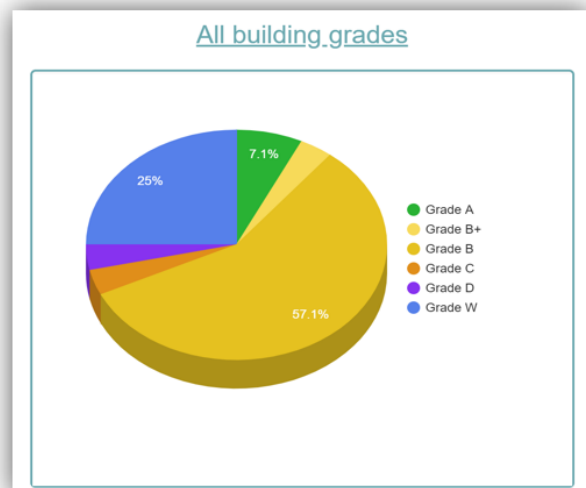
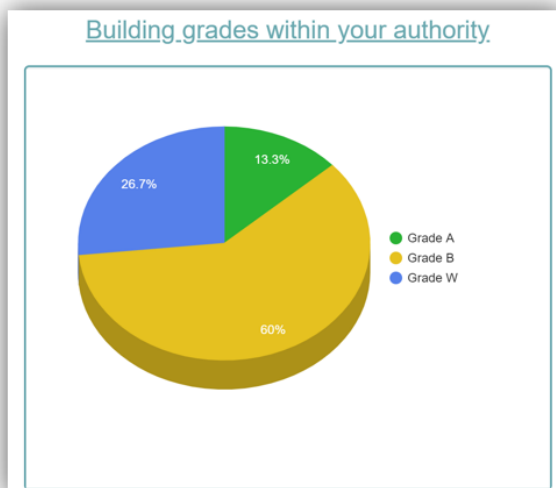
Use the **Accommodation** component to search for properties and units on the *Setting The Standard System*. Simply click on the **Search for accommodation** tile. You will then be directed to the **Buildings Page**.



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.

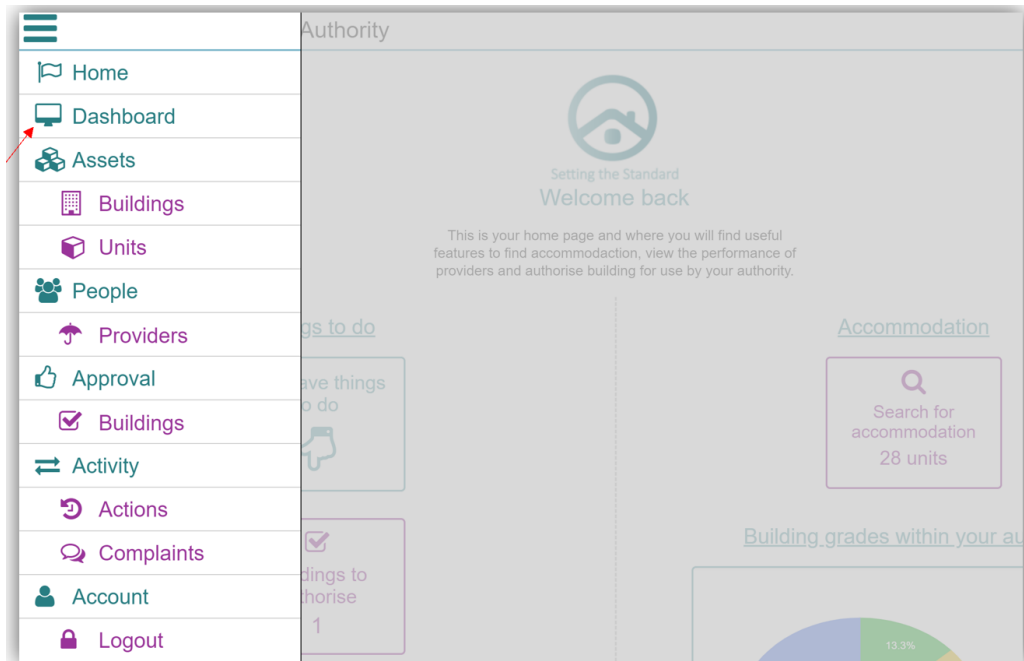


Use the **Building grades within your authority** and **All building grades** tiles to receive an up-to-date overview of all property grading registered on the Setting The Standard system.

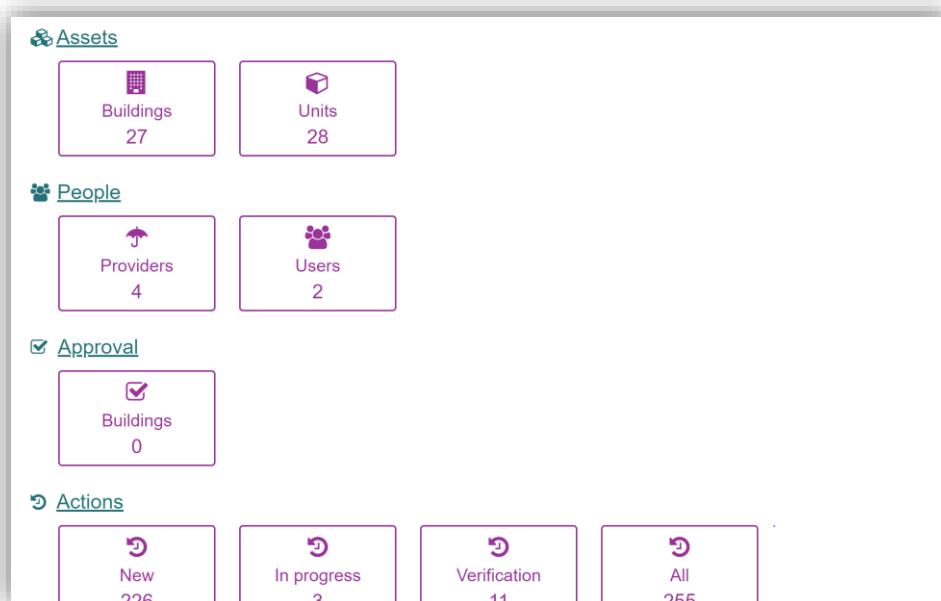


How to navigate the Dashboard

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

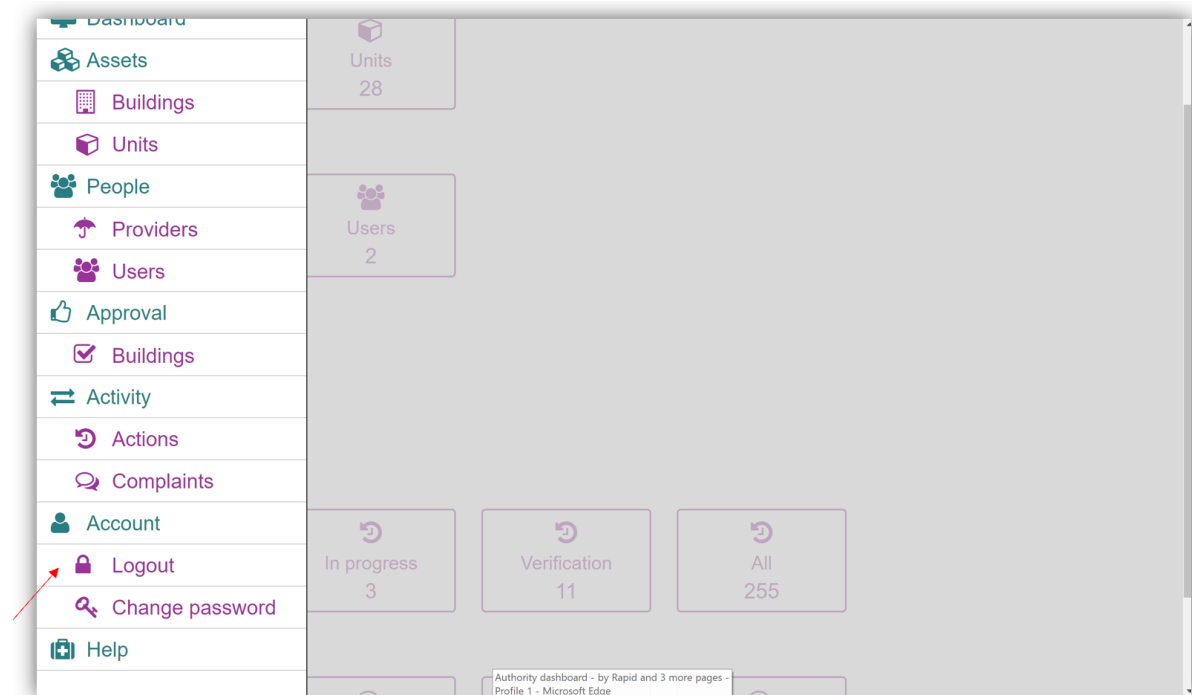


- ii. On the **Dashboard**, you can access all the main components off the app; **Assets**, **People**, **Actions** and **Complaints**, and view all properties and units listed on the Setting The Standard system.



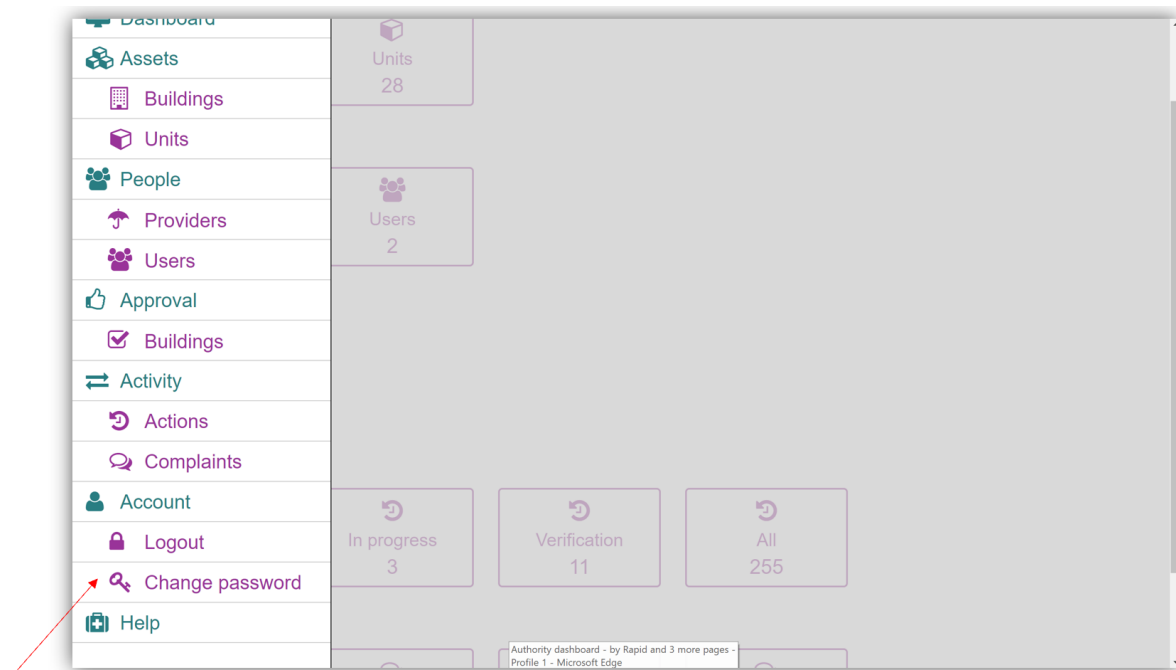
How to logout of your account

To logout, select the side menu within the app, and click on the **Logout** field. This will exit you from your account, and you will be redirected to the **Log In** Page.



How to Change Your Password

- i. Click the side menu within the app, and click on the **Change Password** field.



- ii. A pop up window will display. Type your **Current Password**.
- iii. Type your **New Password**.
- iv. Retype your **New Password**, then 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'. Below the fields is a button with a gear icon and the text 'Change'.