

e-DFAD Quick Start series:

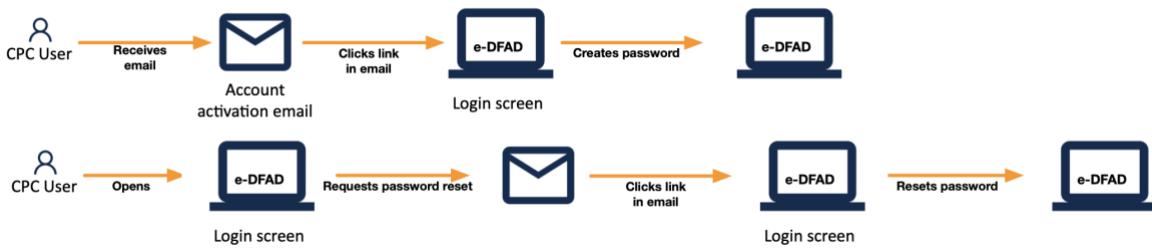
Activating your account

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What is this guide about?

This quick start guide will explain how you, an e-DFAD user, can activate your account for the first time, or request a password reset.

Overall workflows covered in this guide:



The details on how to manage your CPC and users, how to use e-DFAD are provided in dedicated Quick Start guides.

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Accessing e-DFAD for the first time and setting up your password

When a user's account is created (or reactivated if it had been suspended), they will receive an email inviting them to set their password to create or activate their account.

STEP 1: **Open the email:** in your email client or web browser, open the email received from "noreply.rav@iotc.org" with the Subject: "RAV: Setup your password".



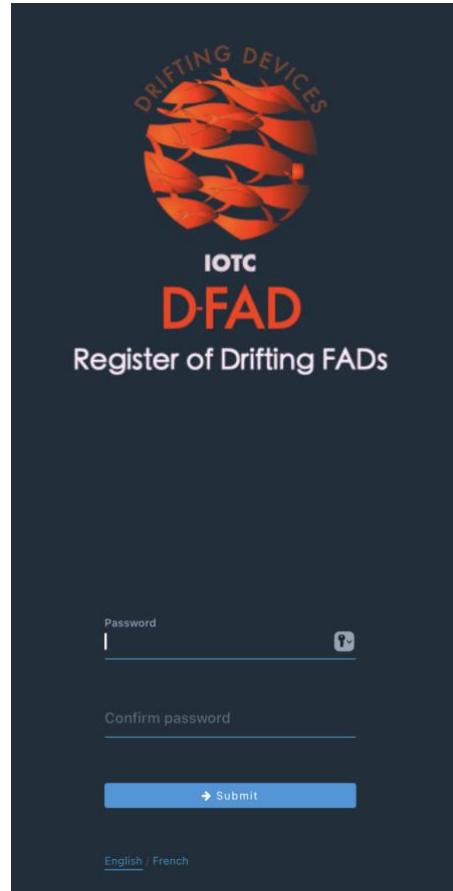
Hi Joanna, you have a brand new account.

To access the system, setup a password to use with your username joannadurand or email joanna.durand@lacieduthon.com.

[Setup Password Now](#)

STEP 2: Click on the "**Setup Password Now**" button in the email to open e-DFAD.

STEP 3: Enter your chosen password (must be between 8 and 256 characters in length) twice on this screen, then press "Submit". Note that you can switch the login screen between English and French by clicking the links at the bottom.

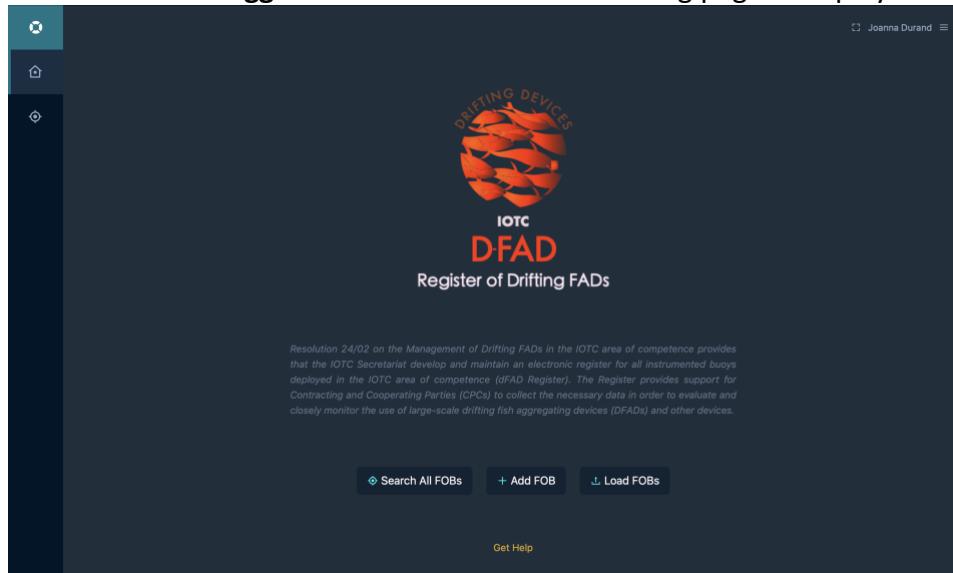


STEP 4: If your password was successfully created, the application will display a confirmation screen.

STEP 5: Click the “Return to login” button and the main RAV screen will be displayed, then click on the “Login” button in the top right.

STEP 6: Type in your email (or username) and password, then click “Submit”.

STEP 7: You are now logged in to e-DFAD and the landing page is displayed.

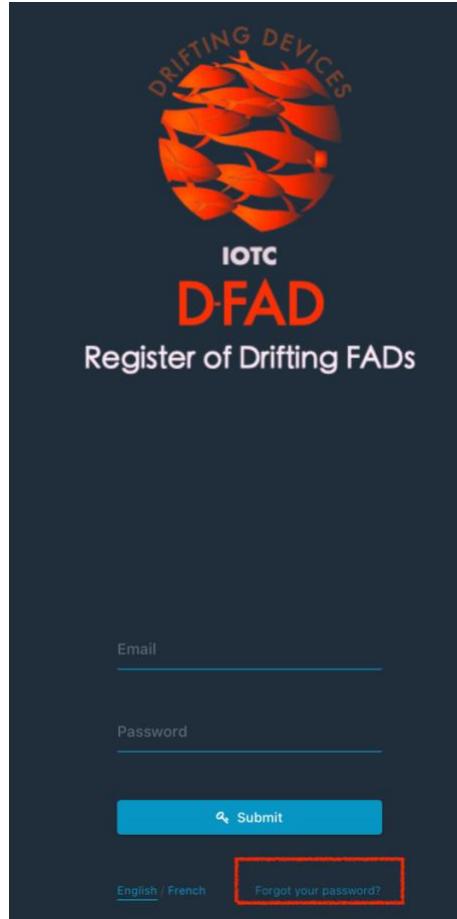


Resetting your password

If you cannot remember your password and cannot log in, e-DFAD offers you a way to reset it.

STEP 1: Open e-DFAD in your web browser: <https://dfad.iotc.org/>.

STEP 2: Click on the “Forgot your password?” link at the bottom of the login screen.



STEP 3: On the next screen, enter the email associated with your e-DFAD account and press “Submit”.

STEP 4: You will receive an email sent by “noreply.edfad@iotc.org” with the subject “Reset your password”.

STEP 5: Click on the “Reset Password Now” button to open e-DFAD to the Reset Password page.

STEP 6: Enter your chosen password (must be between 8 and 256 characters in length) twice on this screen, then press “Submit”.

STEP 7: If your password was successfully created, you will be logged in and the e-DFAD home page will be displayed.