

Login (W5)

[This version is superseded. Click here to view the latest guide.](#)

PURPOSE

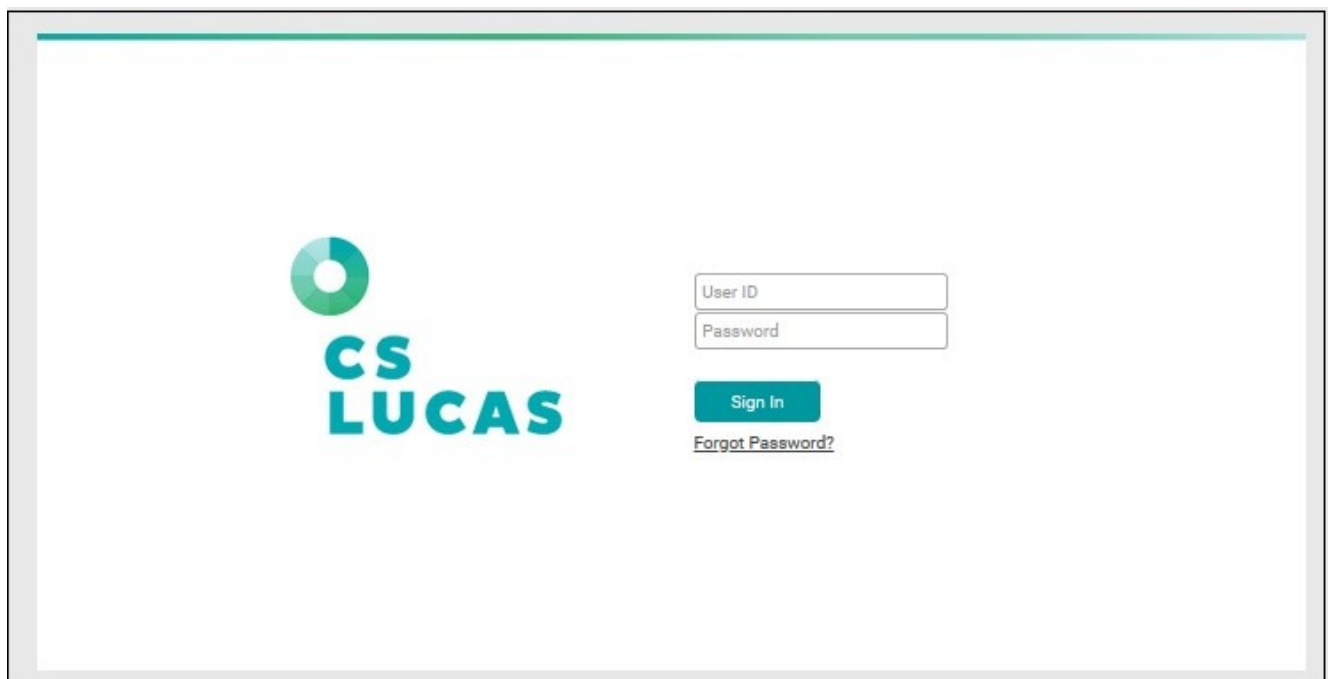
This document shows the procedure on logging in CS Lucas system.

WHY IS THIS IMPORTANT?

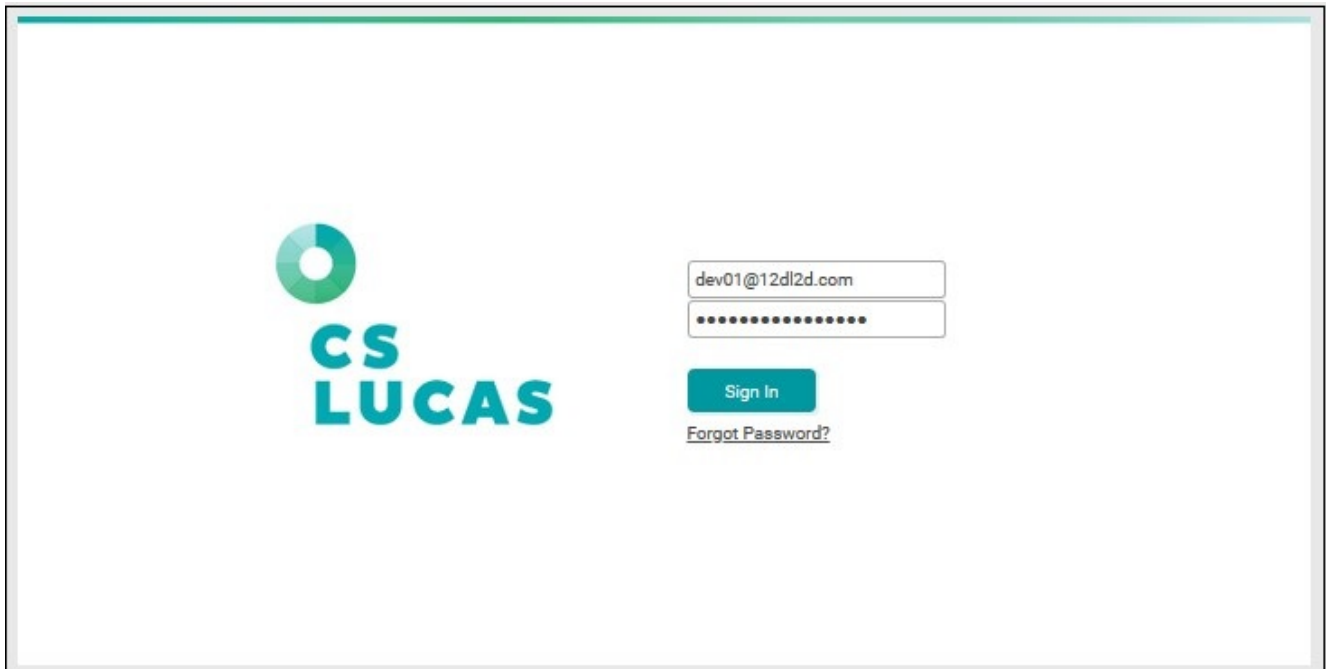
Login to the system ensures you to access to all the system features that are available in the system and allows you to view, create, amend and delete static data and transactions in the system.

PROCEDURE

1. A dedicated login URL address will be provided by CS Lucas for each client as each client may be set up with a different URL address. Please check with your administrator to get the correct URL address for login.
2. Launch internet browser. Type the URL in the address bar. Click Go.
3. CS Lucas login screen will be displayed.

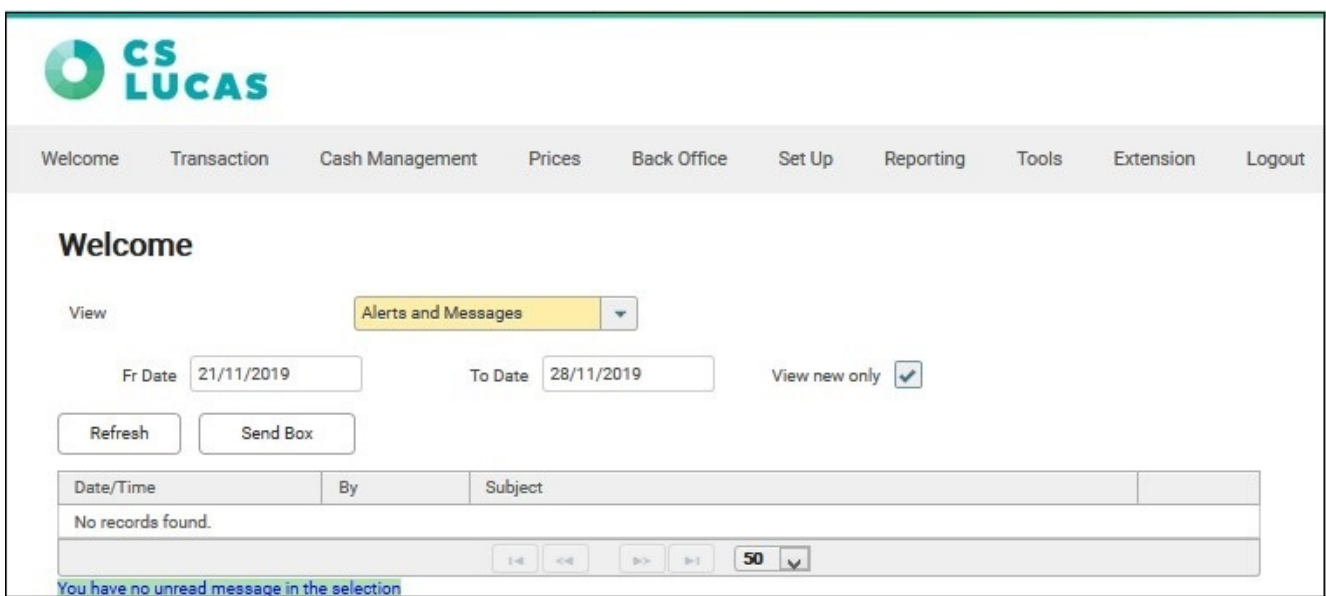


4. Type in the User ID and password.



5. Click Sign In.

6. The Welcome screen will be displayed upon logging in.



7. If you have forgotten your password, click [here](#) to see how to reset your forgotten password.

FREQUENTLY ASKED QUESTIONS

FAQ01. Can the system be set up to login with two-factor authentication?

Yes. See more on [Multi Factor Authentication](#) user guide.

FAQ02. Is there a limit on the number of failed login attempts by each user before user account is locked?

Yes. See more details on how multiple failed login attempts are handled by the system on [Account Lockout](#) user guide.

RELATED INFORMATION

[Security Recommendations for CS Lucas](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
14-Sep-2017	Clarissa	Reformatted. Rewritten.
28-Nov-2019	Lyra	Updated Screenshots.