

Login

[See previous W5 version guide](#)

PURPOSE

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

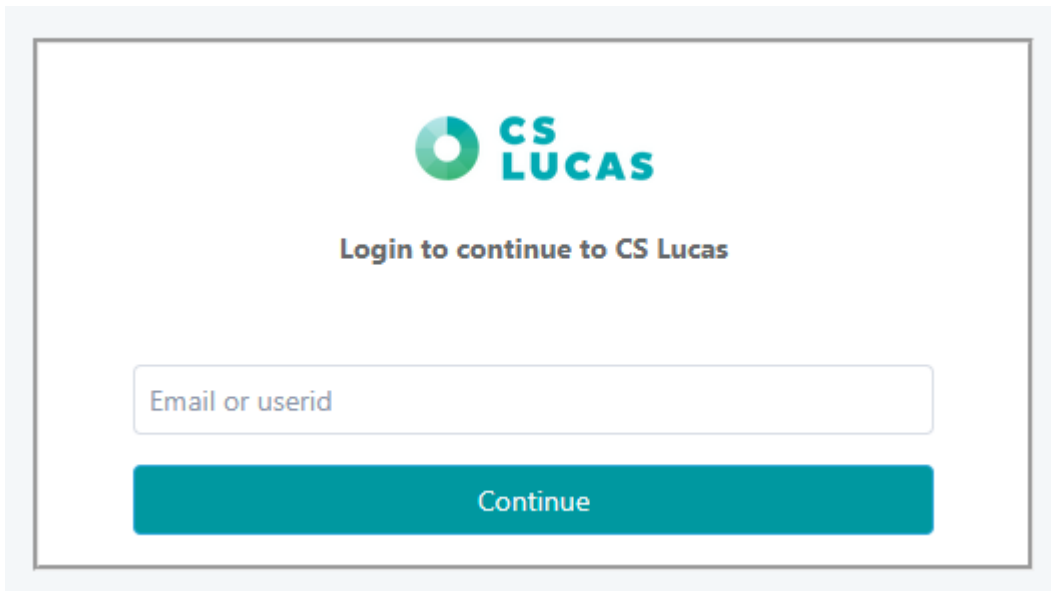
WHY IS THIS IMPORTANT?

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

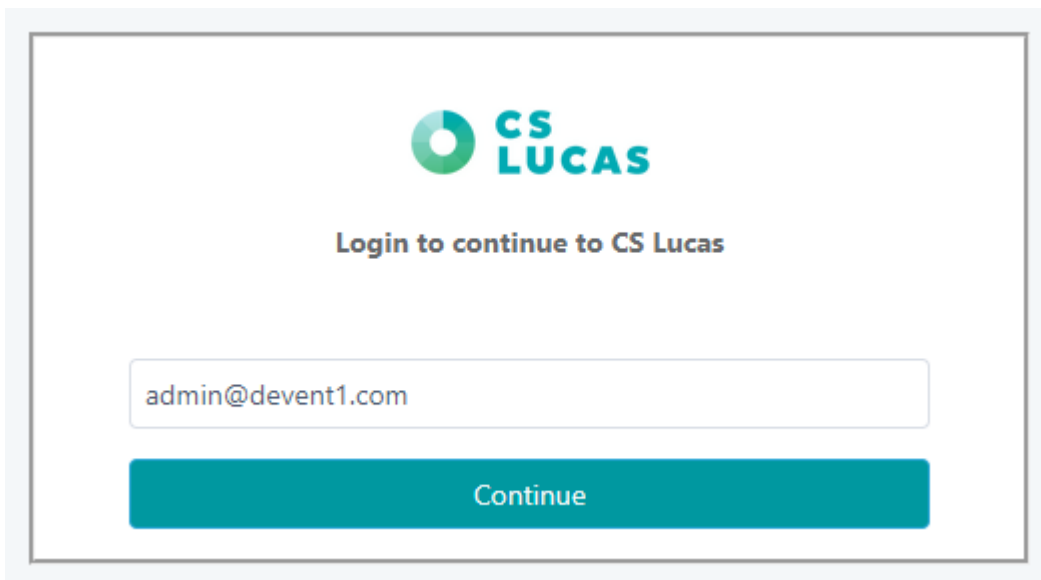


1. A dedicated login URL address will be provided by CS Lucas for each client as each client may be set up with a different URL address. Please check with your administrator to get the correct URL address for login.
2. Launch internet browser. Type the URL in the address bar. Click Go.
3. CS Lucas login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



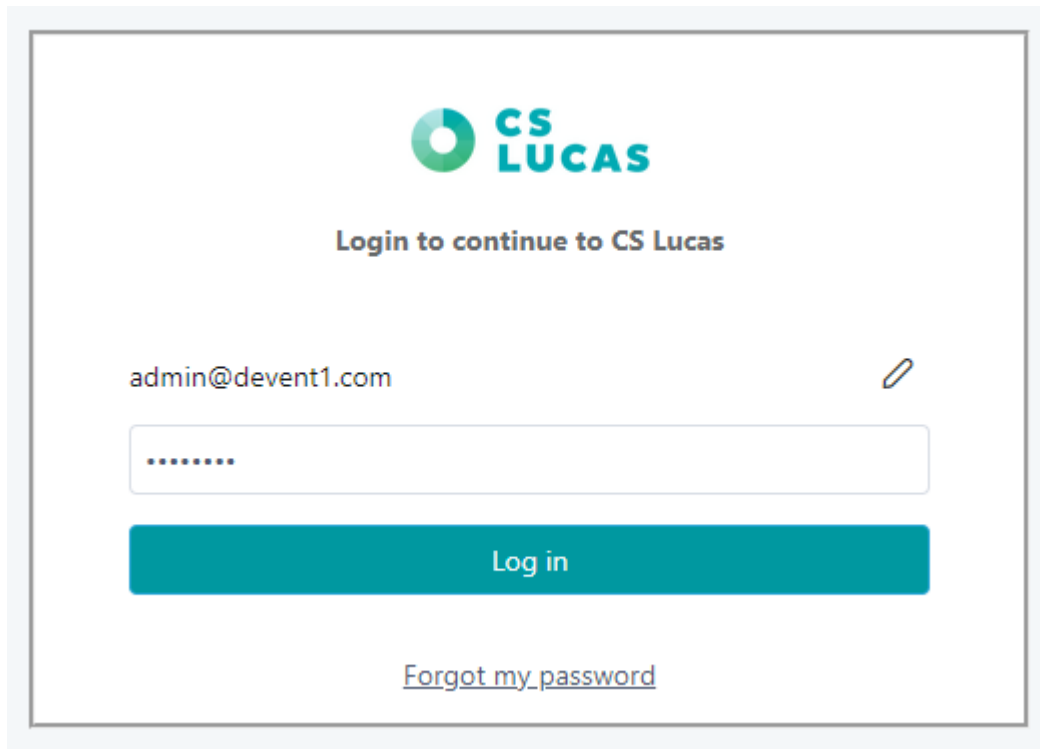
The image shows a login form for CS LUCAS. At the top center is the CS LUCAS logo, which consists of a green circular icon with a white dot inside, followed by the text "CS LUCAS" in a bold, teal, sans-serif font. Below the logo is the text "Login to continue to CS Lucas" in a smaller, dark grey font. Underneath this is a white rectangular input field with a thin grey border and the placeholder text "Email or userid" in a light grey font. Below the input field is a solid teal rectangular button with the word "Continue" in white, centered text.

4. Type in the User ID. Click Continue.



This image shows the same login form as the previous one, but with the input field filled. The text "admin@devent1.com" is now visible inside the white input field. The rest of the form, including the CS LUCAS logo, the "Login to continue to CS Lucas" text, and the teal "Continue" button, remains the same.

5. Type in password. Click Log in.

The image shows the login interface for CS Lucas. At the top center is the CS Lucas logo, consisting of a green circular icon with a white dot inside, followed by the text "CS LUCAS" in a bold, teal, sans-serif font. Below the logo, the text "Login to continue to CS Lucas" is displayed in a smaller, dark grey font. The login form includes a text input field containing the email address "admin@devent1.com", with a small teal edit icon to its right. Below the email field is a password input field represented by a white box with eight black dots. A large, teal "Log in" button is positioned below the password field. At the bottom of the form, there is a teal link that reads "Forgot my password".

CS LUCAS

Login to continue to CS Lucas

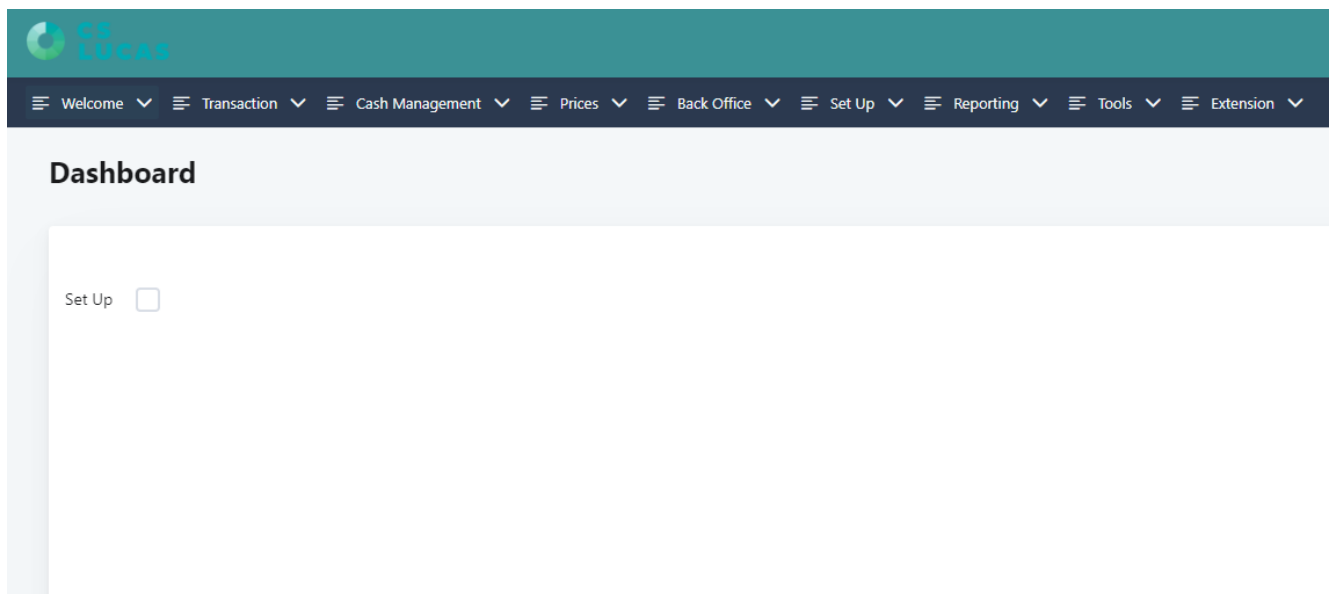
admin@devent1.com

.....

Log in

[Forgot my password](#)

6. The Welcome screen > dashboard 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	Rewritten. Reformatted.
28-Nov-2019	Lyra	Updated screenshots.
20-Jun-2023	TS	Updated to W6 instructions and screenshots.