Welcome (W5)

[This version is superseded.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

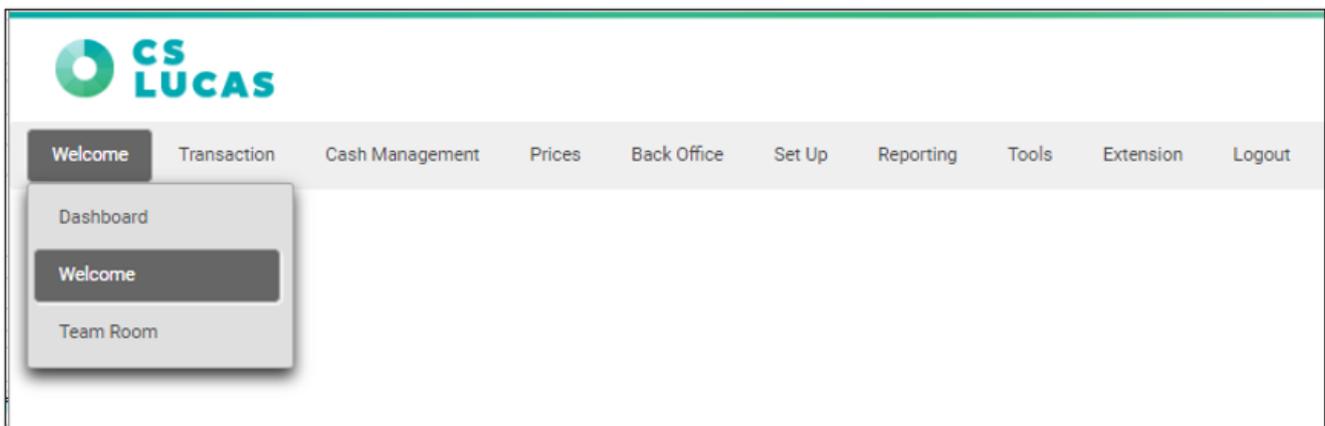**PURPOSE**

This document explains the Welcome screen of the system.
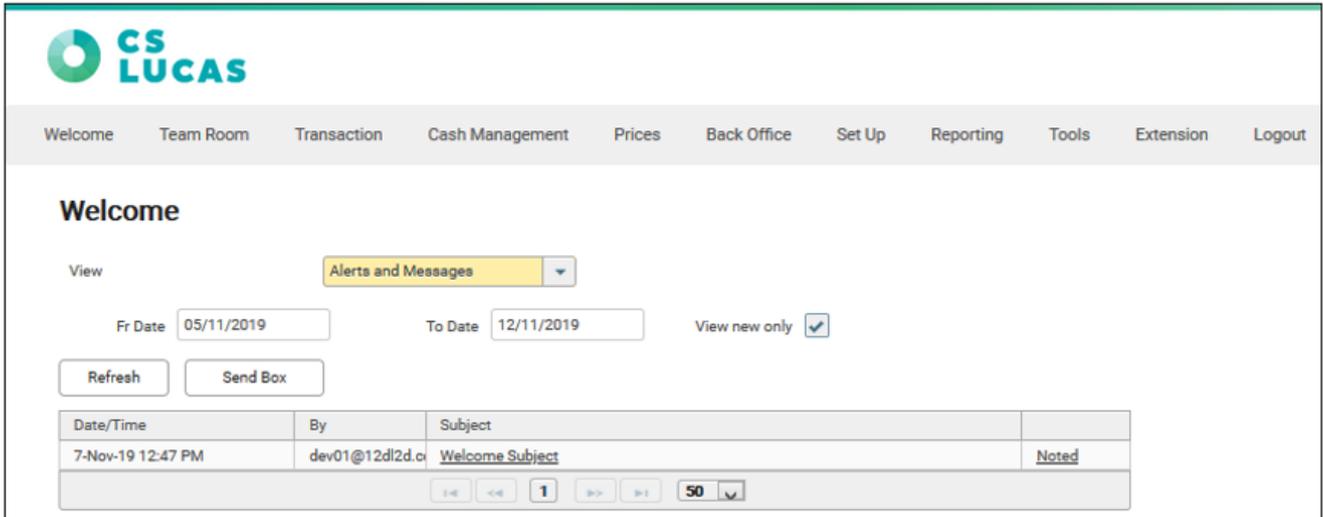
WHY IS THIS IMPORTANT?

Welcome screen allows you to see any alerts and messages sent to you from the system, changing own password and set up multi-factor authentication. It also allows you to attach documents in My Cabinet.
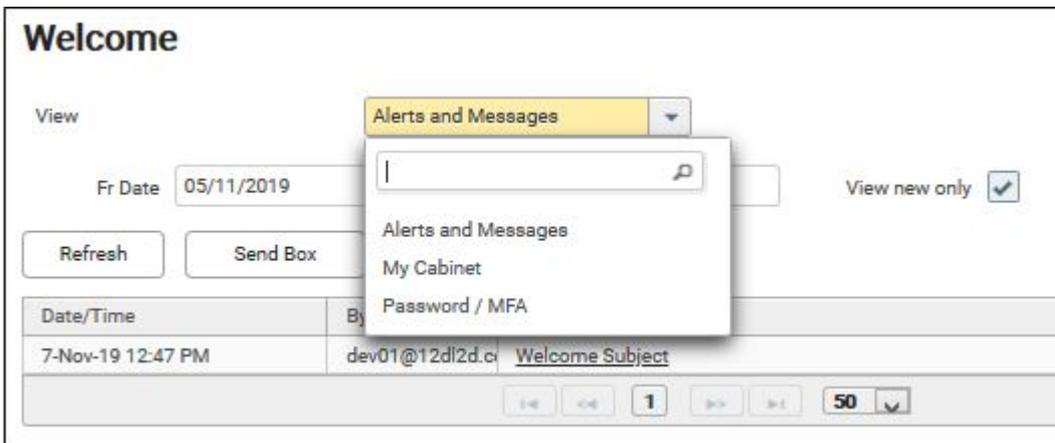
PROCEDURE

1. From the main menu, navigate to Welcome > Welcome.

2. The Welcome page displays.

3. From this page, user can access Alerts and Messages, My Cabinet and Password/MFA.

4. For more details on the three features available on the Welcome screen, see more by clicking on the user guides below:

- [Alerts and Messages](#)
- [My Cabinet](#)
- [Change Password](#)
- [MFA](#)

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

CHANGE HISTORY

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