

# Welcome (W5)

[This version is superseded.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

## **PURPOSE**

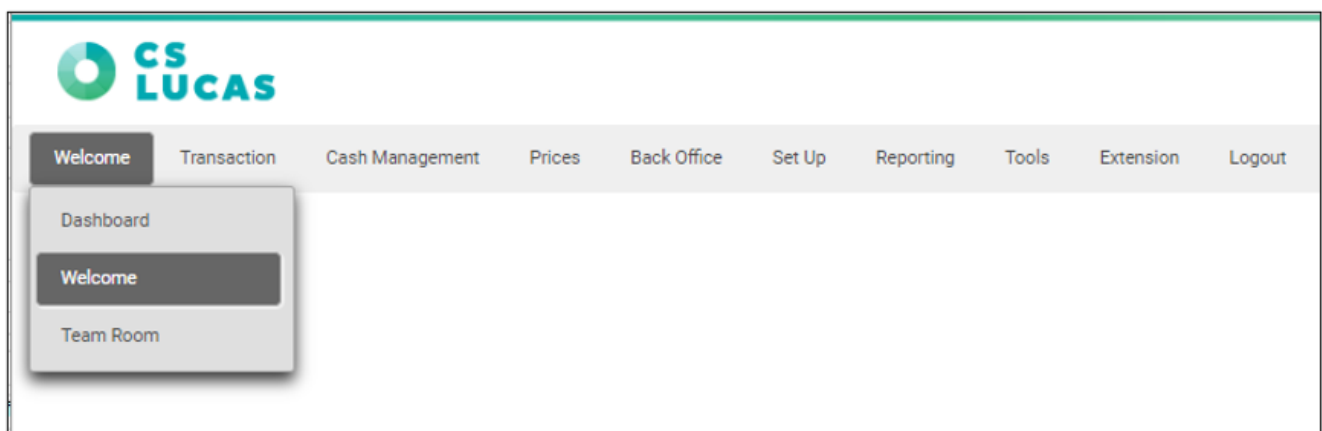
This document explains the Welcome screen of the system.

## **WHY IS THIS IMPORTANT?**

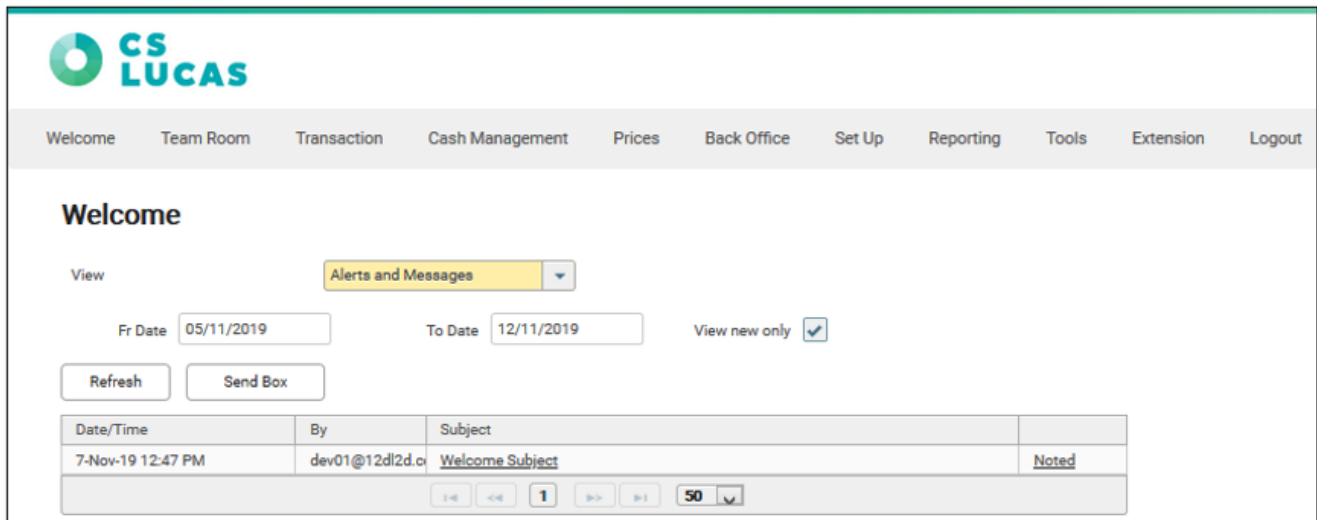
Welcome screen allows you to see any alerts and messages sent to you from the system, changing own password and set up multi-factor authentication. It also allows you to attach documents in My Cabinet.

## **PROCEDURE**

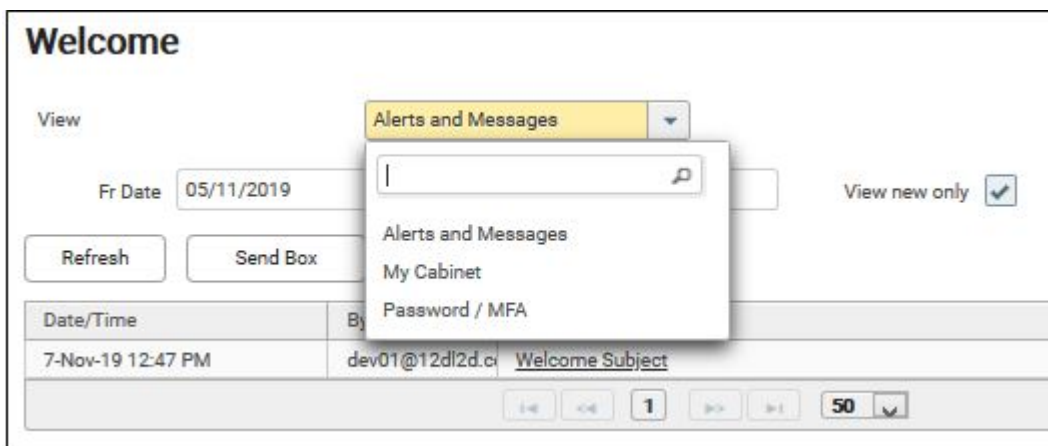
1. From the main menu, navigate to Welcome > Welcome.



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.