# Getting started with User Self-Care Portal

# Accessing the Portal and Logging In

Access the web portal via an Internet Browser using the URL that was provided to you (You may need to be connected via your company VPN)



**User ID:** This is your telephone username that you use to log into the Cisco phone.

**Password:** Please refer to communication you received for the default password.

Click: Login

At First log in you may be prompted to change the password and add security password reminder questions.

	BT								Training 🔹
اف ر	* Quick Menu		<ul> <li>Your Comp</li> </ul>	any Phones			\$	<ul> <li>Activity Feed</li> <li>Authenticated</li> </ul>	0
8	•		Device	Description		Line		Your last successful login was on May 20, 2021 4-3-22 PM	
=	My Information	Phones	9	Training User12		8602107			
¥		Active	lai i	Fination Training User12		8602107			
?	Voicemail	Call Forwarding							
•	DND inactive		<ul> <li>Your Person</li> </ul>	nal Phones			0 3		
	2 My Availability	Speed Dials & Busy Lamp Fields	會 Delete SR On	SR Off Ring 24/7					
			- Descriptio	an Number	Move to Mobile	Simultaneous Ring			
			SNR +07	715 +07715766616	MP Off	On SR Test	2		
						+	Add a Phone		

The Home Page will display the Phones and Profiles linked to your account.

Quick Menu: To change Features and Settings

Your Company Phones: View Your Phones or Profiles availableYour Personal Phones: Displays Single Number Reach Profiles (if enabled)Activity Feed: Event Log display of any changes applied to your profile

#### **Quick Menu:**

My Information – Your account details / Change Password / PIN Phones – View Profiles Voicemail – View Profiles Call Forwarding – Change Call Forward Settings My Availability – View Only Speed Dials & Busy Lamp Fields – Applicable to Phone Device Type or Expansion Modules



### My Information: Select to View your Account Details

## My Credentials:

**Change Password:** For End User Self-Care and Jabber

- Enter a new Password
- Repeat New Password (The Credential Policy will be displayed to ensure a strong password used)
- Click Save

#### **Change Your PIN:**

*For Voicemail and Logging in to your Phone* 

- Enter a new PIN
- Repeat New PIN
- Click Save PIN

Change Password							
0							
New Password							
0							
New Pin							
Ð							
Save							