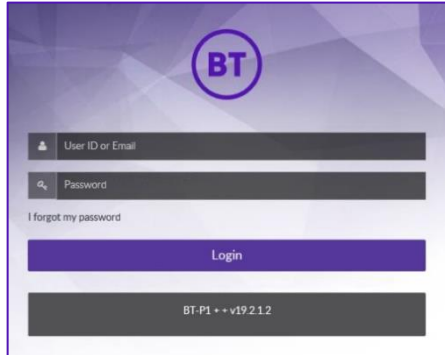


Getting started with User Self-Care Portal

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)



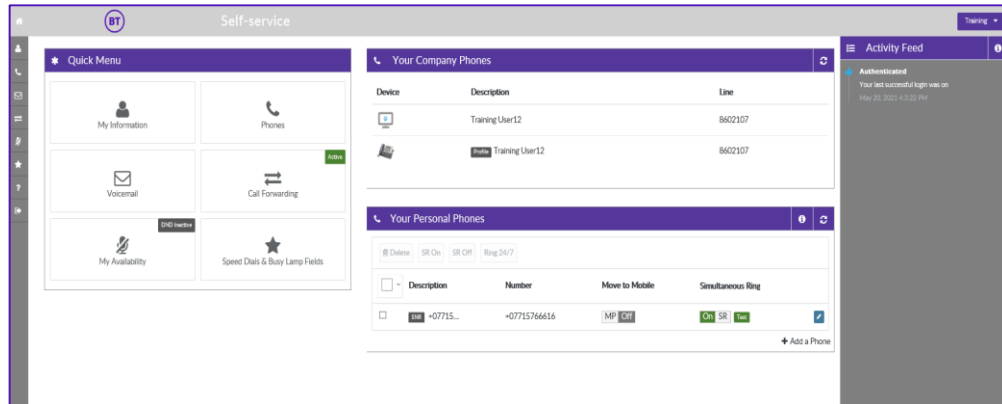
User ID: This is your telephone username that you use to log into the Cisco phone.

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.

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 available

Your Personal Phones: Displays Single Number Reach Profiles (if enabled)

Activity Feed: Event Log display of any changes applied to your profile

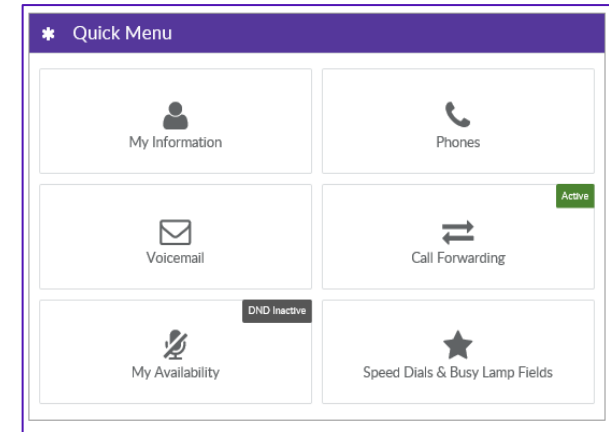
Quick Menu:

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

