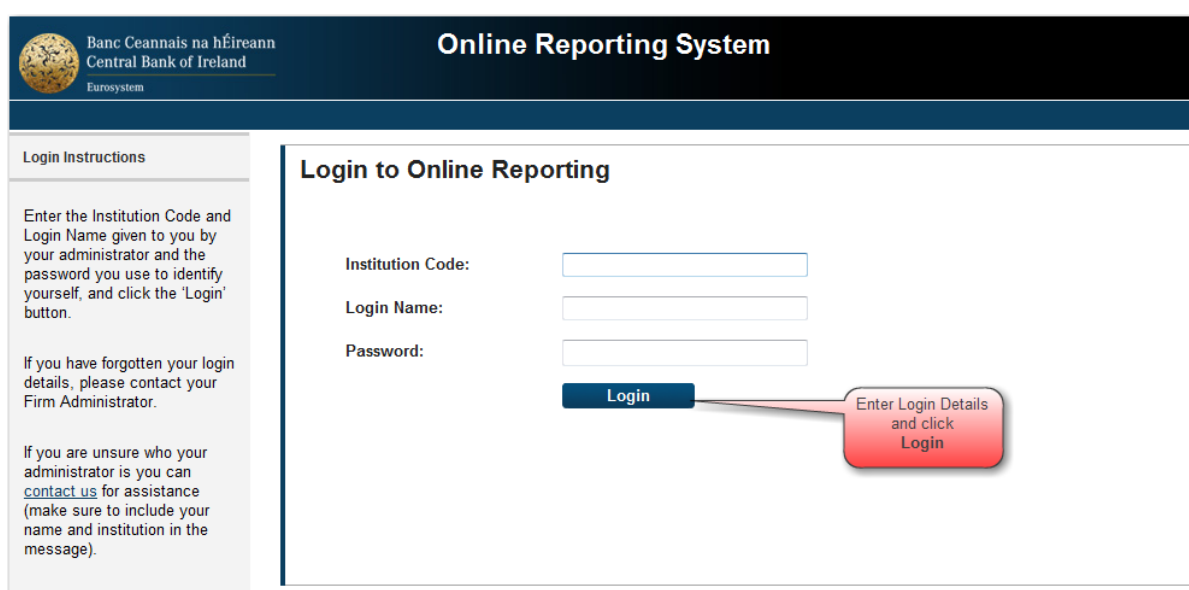


How to: Log In to the System for the First Time:

This step-by-step guidance provides information on the process for logging onto the Online Reporting System for the first time.

To Log In for the first time, please complete the following steps:

- i. The Online Reporting System will require all Administrator(s) and User(s) to change their password when logging into the system for the *first* time. To begin with, enter your log in details into the *Login Screen* as shown in figure 1.1. If you are logging in as a Firm/System Administrator, the password will be the temporary one issued to you by the Central Bank. If you are logging in as a Business Administrator or User, the password will be the one created for you by the Administrator who set you up on the system.



Online Reporting System

Login to Online Reporting

Institution Code:

Login Name:

Password:

Login

Enter Login Details and click Login

Login Instructions

Enter the Institution Code and Login Name given to you by your administrator and the password you use to identify yourself, and click the 'Login' button.

If you have forgotten your login details, please contact your Firm Administrator.

If you are unsure who your administrator is you can [contact us](#) for assistance (make sure to include your name and institution in the message).

Figure 1.1 Login Screen

- ii. You will then be taken to the screen shown in figure 1.2 below. In the **'Enter Old Password'** box, enter the temporary password issued to you either by the Central Bank (if you are a Firm/System Administrator) or by the Administrator who set up your account (if you are a Business Administrator or User). You must then enter your new personal password in the other two boxes. Tips on creating a strong password are available by clicking on the link **'What is a strong password?'**. Once satisfied with your new password, click **'Change'**.

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C99002: RTD Test Institution 2
Julia O'Halloran

Home ▶ Administration ▶ Change Password

Change Password

You should change your password regularly to ensure that it remains secret.

Your password should be kept secret at all times - it should never be written down or disclosed to anyone else.

[Central Bank Website](#)

Change Your Password

You must change your password now as you have not updated your password in 6 months.

Enter Old Password*:

Enter New Password*:

Confirm New Password*:

[What is a strong password?](#)

Change **Cancel**

Figure 1.2

- iii. When a password has been changed successfully, the screen show in figure 1.3 will be displayed.

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Change Password

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Your password should be kept secret at all times - it should never be written down or disclosed to anyone else.

Change Your Password

Your password has been successfully changed.

Please click the button below in order to define your secret questions.


 **Edit Password Secret Questions**
Edit your secret questions stored on the system.

Figure 1.3

- iv. Click the 'Edit Password Secret Questions' button to proceed.
- v. Your Password Secret Question page appears (shown in figure 1.4). You must provide answers to at least 3 of the 5 questions below. Then click 'Save'. Once this is complete you will be brought to the *Home Page*.

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Logout

Home ▶ Administration ▶ Password Secret Questions

Password Secret Questions

You must provide answers to at least 3 of the 5 questions displayed.

These questions will be required when you are using the Self-Service Password Reset Facility.

[Central Bank Website](#)
[Administration Manual \(pdf\)](#)
[Submit a Request](#)

Your Secret Password Questions

Your secret questions have not been answered yet or some of them have expired.

You must provide answers to at least 3 of the 5 questions below. Please note that you cannot see your previous answers for security reasons.

What was the name of your primary school?
Answer:

What is your mother's maiden name?
Answer:

What was the make and model of your first car?
Answer:

What is the name of your favourite pet?
Answer:

What is the name of your hometown newspaper?
Answer:

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Figure 1.4

- vi. The end User is responsible for keeping their details secure. ONR Administrators and Users should refer to the Quick Reference guide on [How to Reset Passwords](#) for further information on password functionality.