

quick start myGuide

client logins



LOGGING IN + SETTING YOUR PASSWORD FOR THE FIRST TIME

When your account is first created, you will receive an email with your login details. This email will contain your username (which is your email address), and a temporary password.

To log in and set a password, follow the link in the email.

Welcome to MYP

Please read but **DO NOT REPLY** to this automated email.

To log in, you will need to insert the following email and password:

Email: **info@example.org** ← Your email address + temporary password
Password: **yzBRH4HA**

To begin, please click the link below:

<https://global.mypcorp.com/login> ← The login link

If you are unable to click the link, please highlight the link, copy and paste it into the address field of your Internet browser.

POWERED BY
 MYP perform

You will be taken to the login page. Enter your email address and temporary password into the 'Username' and 'Password' fields, then click 'LOG IN'.

MYP MASTER DEMO LOGIN

For login assistance, please contact MYP Master Demo on [07 3393 2833](tel:0733932833).

Your email

Your password

Change your password?

You will automatically be directed to the 'myACCOUNT' page, where you will need to set your password and security question. Please follow the password instructions on the page, it is important to select a password that is not easily guessed by someone else as this may result in unauthorised access.

myACCOUNT

First name: John Last name: Citizen

PASSWORD

Do you want to change your password? Yes No ← Select 'Yes' and enter in a new password

Email address (change via ARM - Administration - Staff): info@example.org

SECURITY QUESTION

Security question (asked if you forget your password):

Answer:

← Enter in a custom security question and answer, then click 'Save'

TWO-FACTOR AUTHENTICATION

Two-factor authentication (2FA) methods provide users with additional account access security. Logging in requires both a password and an authentication code from a mobile device. Enabled Disabled

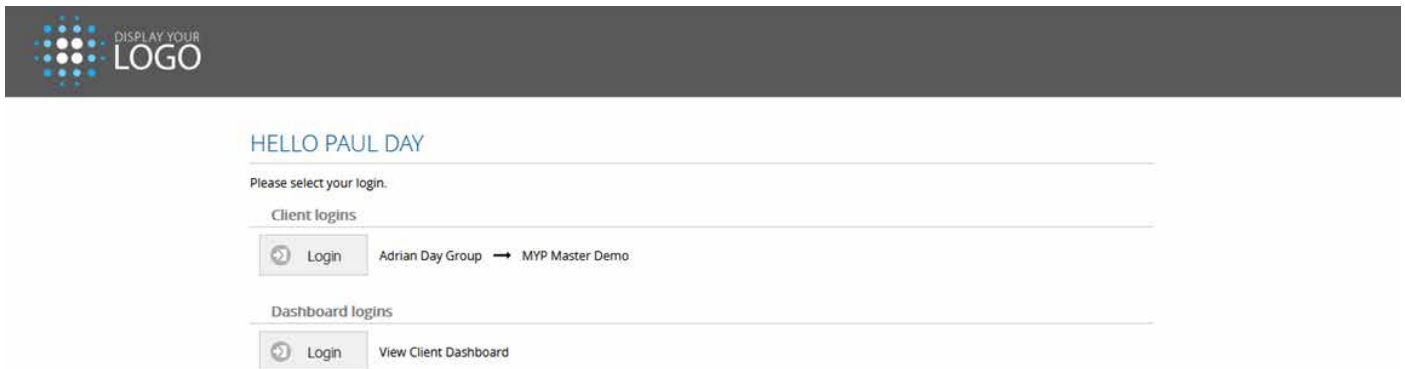
By default, 2FA is NOT enabled in MYP. To enable, please select the 'Enabled' option and follow the set-up instructions.



Once your password has been set, you will see the following screen. This is the screen you will see every time you log in from now onwards.

The 'Login' button in the 'Client logins' section will take you to 'myACCOUNT' page where you can update your account details (such as your password).

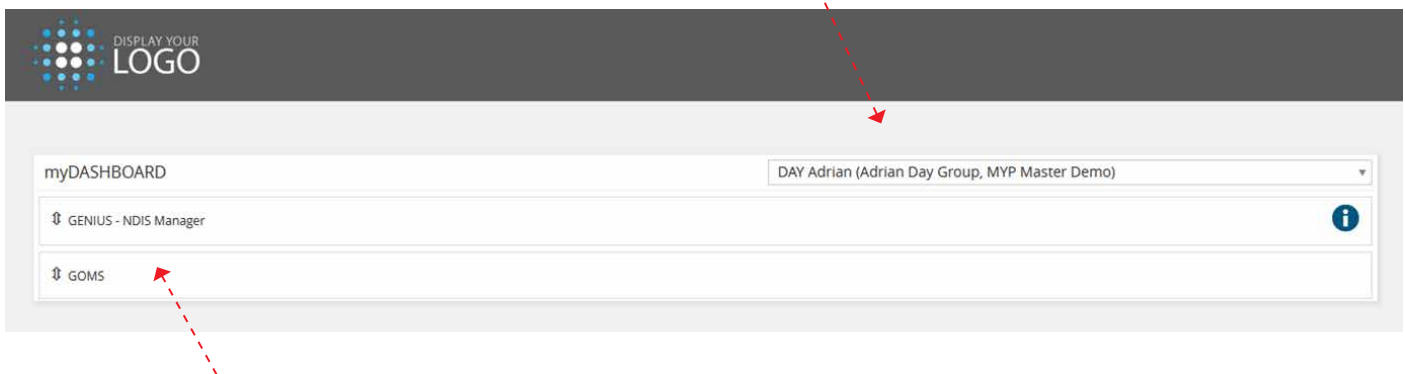
The 'Login' button in the 'Dashboard logins' section will take you to your myDashboard.



ACCESSING YOUR myDASHBOARD

As described above, click the 'Login' button in the 'Dashboard logins' section, to access your myDashboard.

Select your contact from the drop-down in the top right corner.



You will then be presented with a GENIUS and/or GOMS option. Click to expand the sections and view the data.