



# quick start myGuide



## 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.

**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**

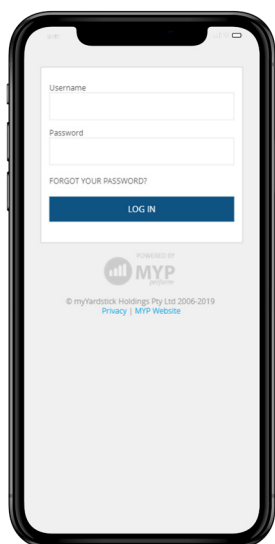
To begin, please click the link below:

<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

To log in and set a password, follow the link in the email, or visit [www.mypcorp.com](http://www.mypcorp.com) and click 'Login' in the top right corner.



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

← Enter your email address + temporary password

You will automatically be directed to the 'myACCOUNT' page, where you will need to set your password and security question.

myACCOUNT

First name: John, Last name: Citizen, Position title: Founder & CEO

**PASSWORD**  
Do you want to change your password?  
 Yes  No

**SECURITY QUESTION**  
Security question (asked if you forget your password): \_\_\_\_\_ Answer: \_\_\_\_\_  
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

**PASSCODE (MOBILE DEVICES)**  
You have the option to create a passcode with a minimum of 4 digits for your mobile login access. The first login on your mobile device MUST use the standard Username and Password. Subsequent logins can then be made using your stored passcode. We highly recommend that you also use the built-in security features on your mobile device e.g. Facial recognition.  
For security purposes, if you do not log in to MYP via your device for a period of 3 months, your next login will again need to use the standard Username and Password.  
NB: If you have set up a passcode and you are not provided with the option to switch to PIN on login, please ensure that you are not:  
1. Browsing in private browsing mode - this deletes 'cookies' stored in your browser necessary for passcode login  
2. Automatically clearing browser data + cookies when closing your browser via settings or third party applications  
New passcode: \_\_\_\_\_  
SAVE

**myASSISTANT**  
Located in banner on every page, your myAssistant helps guide you through MYP. Create a custom personality for your assistant below.  
Edit myAssistant name: myASSISTANT  
Upload Avatar (requirements - square, 30 x 30 px): Choose File | No file chosen  
SAVE

**myCERTIFICATES (0)**  
TAILORED TRAINING CERTIFICATES | myTRAINING CERTIFICATES  
FINISH

Select 'Yes' and enter in a new password

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

NB: It is important to select a password that is not easily guessed by someone else as this may result in unauthorised access. Please select a password with:

- A minimum of 8 alphanumeric characters
- At least one lower case character
- At least one upper case character
- At least one number or symbol

## ACCESSING FREE ONLINE TRAINING THROUGH myTRAINING

The myTraining platform provides access to Certified Training and Professional Development sessions open to all Subscribers 24/7. Upon successful completion of a myTraining course, a Certificate of Completion and access to Level 2 support is automatically applied.

There are two ways to access myTraining:

- By clicking the '?' above the myAssistant bar, and then clicking 'myTraining'
- By clicking SUPPORT CENTRE > myTraining in the side navigation bar (click the three lines in the top right corner to access)

DISPLAY YOUR LOGO

SEARCH: Search clients + contacts

Select myAssistant options

ARM GENIUS GOMS form SPACE PCKETWATCH ndis 94six

UPCOMING TRAINING, DEMOS + EVENTS

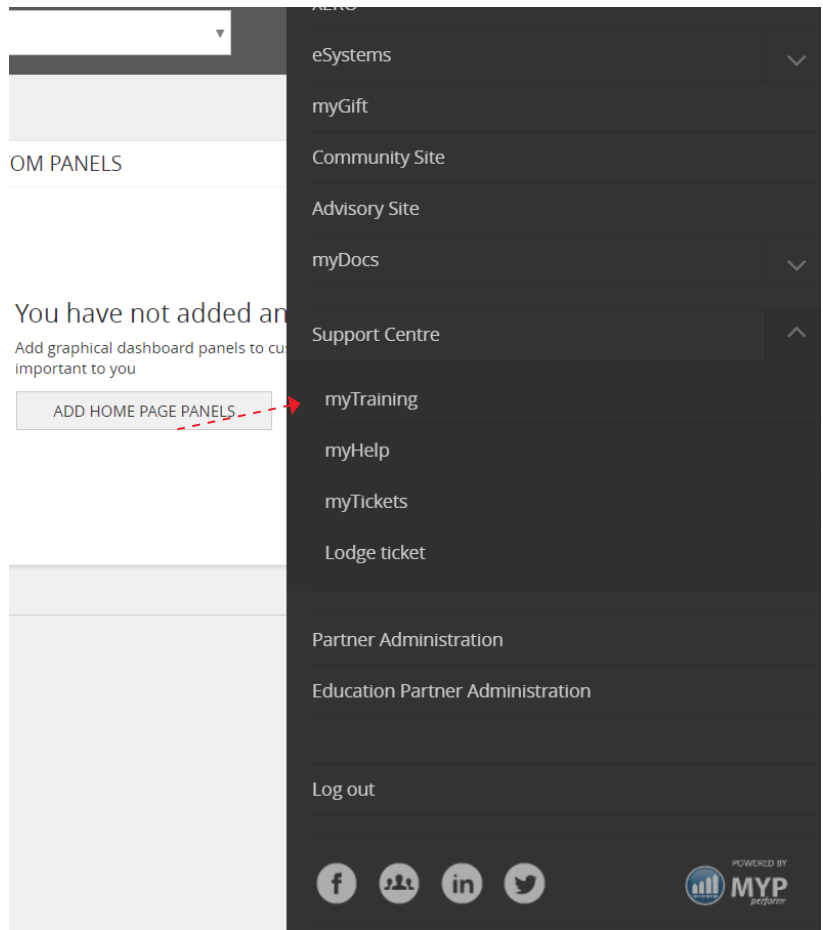
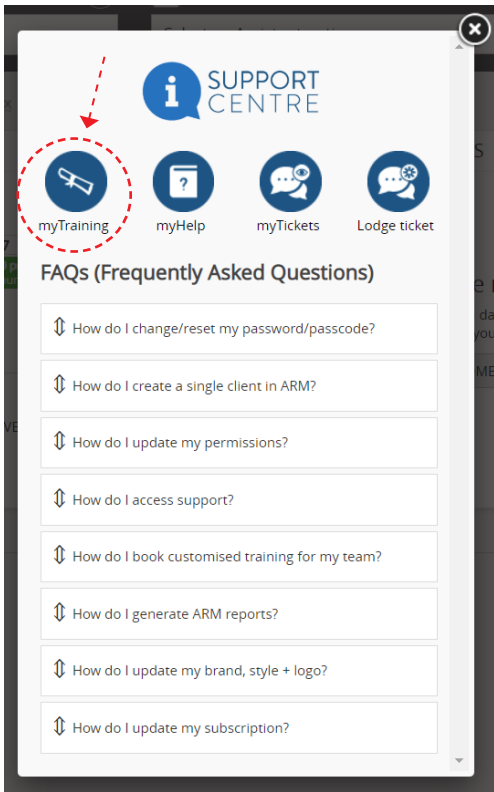
Oct 7 — 13, 2019

Mon 7/10	Tue 8/10	Wed 9/10	Thu 10/10	Fri 11/10
			10:00 am - 12:00 pm ARM Pro	

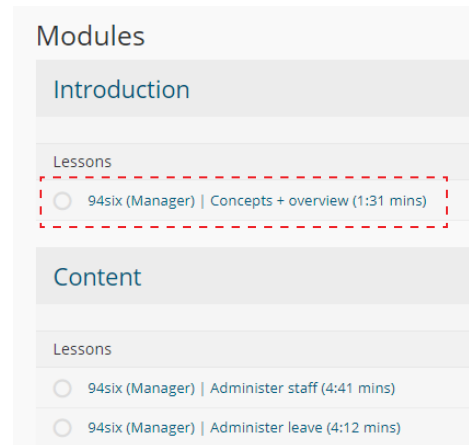
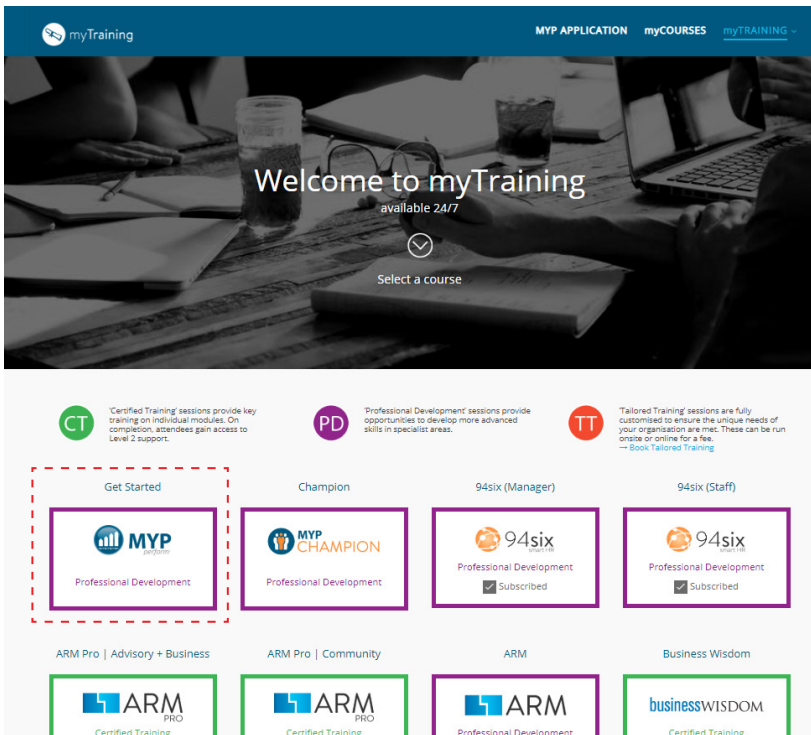
YOUR CUSTOM PANELS

You have not added any home page panels

John CITIZEN  
MYP MASTER DEMO



Once you have navigated to myTraining, click on any of the relevant modules to begin your self-paced training.

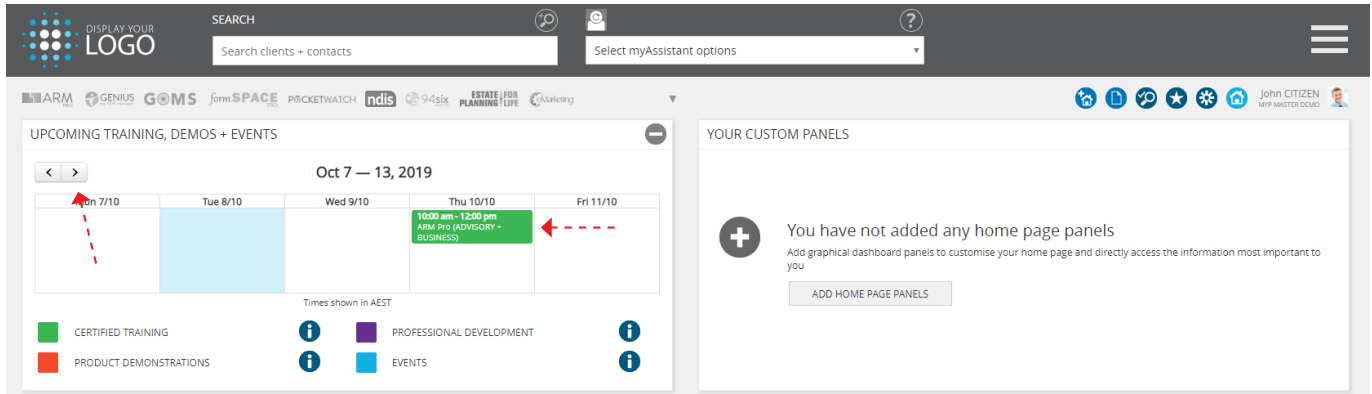


## REGISTERING FOR FREE TRAINING WEBINARS

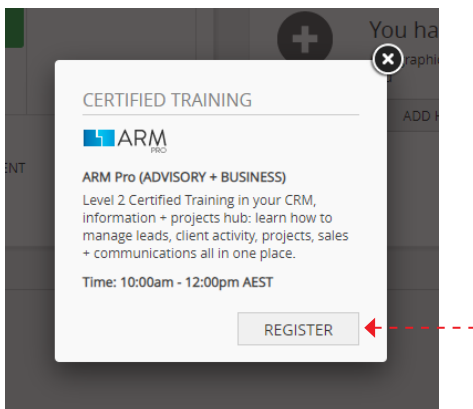
Our regular online training webinars offer flexibility for your organisation and staff members. ARM Pro training is conducted frequently, and you can sign up to a session by following the steps below.

Log in to MYP.

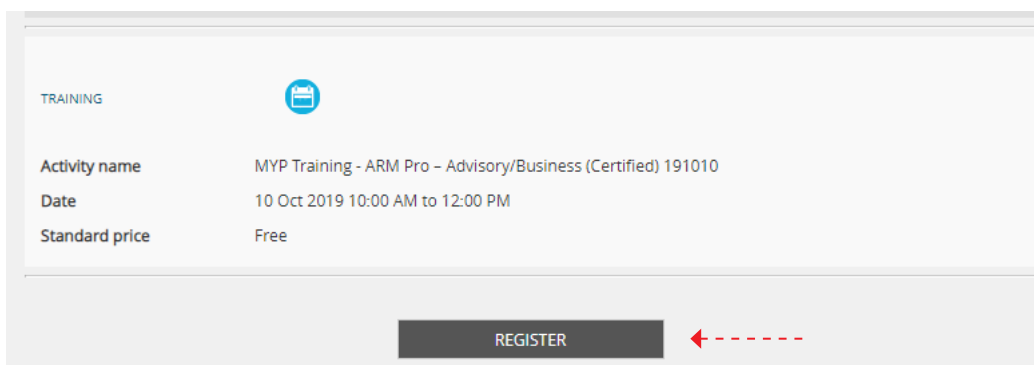
Find a training session on the 'UPCOMING TRAINING, DEMOS + EVENTS' calendar. You can change weeks by clicking the '<' and '>' arrows.



Click on a training session to view the information pop-up, then click the 'REGISTER' button to navigate to the event page.



On the event page, scroll to the bottom and click 'REGISTER'. A registration form will appear. If you are logged into MYP, your details should automatically be filled in. Check that your details are correct.



Underneath 'ATTENDEE DETAILS 1', click the 'USE PRIMARY REGISTRANT DETAILS' button to copy your details into the relevant fields.

Complete the security code and click 'SUBMIT'.

**REGISTER**

**PRIMARY REGISTRATION**

<p>First name* <input type="text"/></p> <p>Email* <input type="text"/></p> <p>Position/title* <input type="text"/></p> <p>Relationship* N/A <input type="text"/></p> <p>Proposed number of attendees 1 <input type="text"/></p>	<p>Last name* <input type="text"/></p> <p>Organisation* <input type="text"/></p> <p>Phone* <input type="text"/></p>
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**ATTENDEE DETAILS 1**

**USE PRIMARY REGISTRANT DETAILS**

<p>First name* <input type="text"/></p> <p>Email* <input type="text"/></p> <p>Position/title* <input type="text"/></p> <p><input checked="" type="checkbox"/> MYP Training - ARM Pro - Advisory/Business (Certified) 191010</p>	<p>Last name* <input type="text"/></p> <p>Organisation* <input type="text"/></p> <p>Special requirements <input type="text"/></p>
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For security purposes, please copy the code into the textbox.\*

**SUBMIT**

You are now registered for the free training session! You will receive an email containing the webinar details, including the link and a calendar invitation.