

## NEW USER ACCOUNT SET UP INSTRUCTIONS

The first time you visit the platform you will need to set up a password.

Follow these steps.

### Step 1

Go to <https://app.healthscholars.com>

### Step 2

Click on the arrow icon located at the top right of your screen.



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v2.3.35

### Step 3

You will now see the Login screen appear. Click the 'Reset or Recover Password' link.

The screenshot shows a 'LOGIN' modal window with a close button (X) in the top right. It contains two input fields: 'Username:' and 'Password:'. At the bottom, there is a blue link labeled 'Set or Recover Password' which is circled in red.

### Step 4

Enter your username (your email) as instructed, click RESET button.

The screenshot shows a 'RESET OR RECOVER PASSWORD' modal window with a close button (X) in the top right. It has a 'Username:' label and an input field containing 'chris.ingwalson@healthscholars.com'. A red circle highlights the 'RESET' button at the bottom right.

You will receive an email from support@healthscholars.com. Click the link provided in the email.

### Step 5

Enter your desired password. Note the password requirements listed on right. Click SAVE when completed.

## SET PASSWORD

The screenshot shows a 'SET PASSWORD' form with two input fields: 'New password:' and 'Confirm password:'. A red circle highlights the 'SAVE' button at the bottom left. On the right side, there are password requirements: 'Minimum of 8 characters', 'Maximum of 128 characters', and 'Must have 3 of the following: upper-case letter, lower-case letter, number, one special character in this list: !\"#\$%&'()\*+,-./:;<=>@[|^\_`{|}~'.