

New User Logging (Sign up Account)

Use this QRG once the Super User has created the new user account in Organization Management and a Renvio product.

Registration Code

1. The Super User will need to provide the Registration Code to the new user.

Show/Create Registration Code

Registration Code:
MZLCU9

Expiration Date:
06/06/2025 12:37:54

- Verbally give the user the **Registration Code** listed above
- Use the **Print button** to generate instructions for the user to finish the registration process

Print

2. Click I am a New User. I want to set up my account.

Sign in

Username

Password

Log In

I am a New User. I want to Set up my account

I need help logging in (Forgot Password)

[Terms & Conditions](#) [Contact Us](#)

3. Enter in the User Name and Registration Code and click Next.

User Registration

Step 1 out of 3

User Name: tNurse

Registration Code:

Cancel Next

4. Fill out Email, Pin, Primary Phone Number (optional), SMS Contact Number (mobile/cell) (optional) and a New Password following the organization's policies.

User Registration

Step 2 out of 3

First Name	Nurse
Middle Name	P.
Last Name	Testing
BirthDate	<input type="text" value="01/01/1982"/>
Email	<input type="text" value="tnurse@apple.com"/>
Account Recovery Code (Last 4 of your SSN)	<input type="text" value="1234"/>
Primary Phone Number	<input type="text" value="(341) 122-2411"/>
Primary Mobile Number	<input type="text"/>
Type Your New Password	<input type="password" value="....."/>

Good

- ✓ Password must be at least 8 characters.
- ✓ 1 Minimum lowercase letters.
- ✓ 1 Minimum uppercase letters.
- ✓ 1 Minimum numbers.
- ✓ 1 Minimum special characters.

The password may not contain your username, or your e-mail address.

Retype Your New Password	<input type="password" value="....."/>
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5. Fill out the Security Questions and click Complete User Registration.

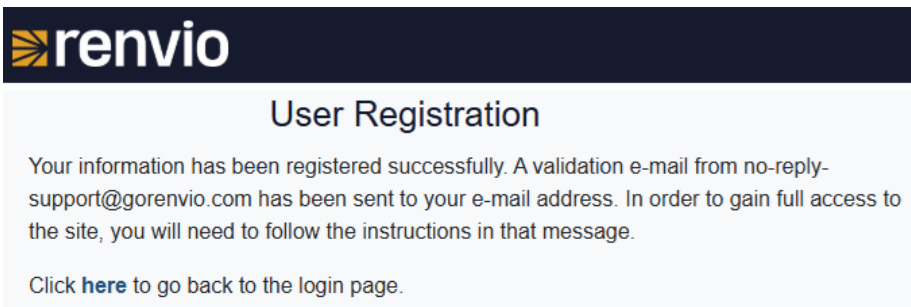
User Registration

Step 3 out of 3

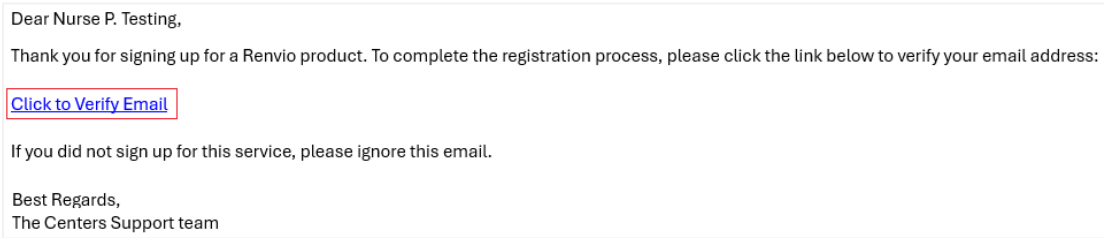
Please select and answer three questions that only you can answer.
These questions will be used in the event that you forget your password or are otherwise unable to access your account.

Security Question 1	<input type="text" value="What is your hobby?"/>
Security Answer 1	<input type="text" value="Reading"/>
Security Question 2	<input type="text" value="What is your favorite movie?"/>
Security Answer 2	<input type="text" value="Up"/>
Security Question 3	<input type="text" value="What was the name of your childhood best friend?"/>
Security Answer 3	<input type="text" value="Michael"/>

6. You will then receive a User Registration message.



7. Open your email and click on the **hyperlink**. If the link does not work, copy and paste into the address bar of your browser.



8. Once you click on the hyperlink, you will receive an E-mail confirmation. You can now log in.

