

QUICK GUIDE 1

LOGIN TO AGENDAWORX

[Watch the video](#)



1

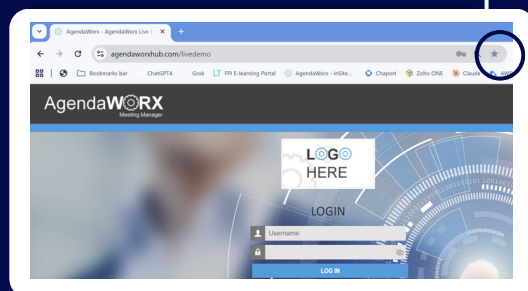
LET'S GO TO YOUR PORTAL

YOUR URL WILL BE EMAILED TO YOU

If you have not received it, please ask your secretary.

SAVE IT AS A FAVOURITE ★

Clicking on the star at the **top of your browser** and save it to your bookmarks bar.



2

NOW LET'S SET YOUR PASSWORD

CHOOSE YOUR PASSWORD

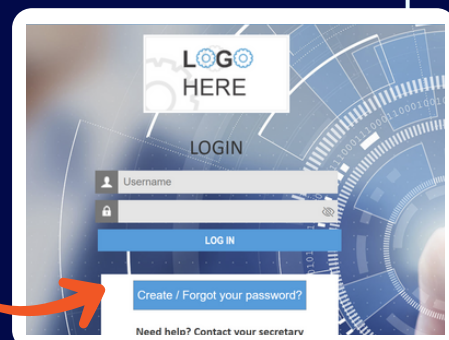
- Type it in a temporary place such as Word, but DO NOT SAVE it.
- You will need to copy and paste it shortly.
- Your password **must include** 14 characters, upper/ lower, symbol + number



Do not include the & symbol.

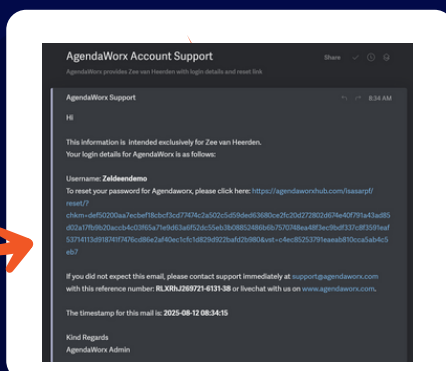
CLICK FORGET YOUR PASSWORD

AgendaWorx will now send you a reset password email.



CLICK THE RESET LINK IN THE EMAIL

AgendaWorX
Online Board Packs & Secure Board Portal



NEXT ➔

PASTE YOUR PASSWORD INTO THIS BOX



IMPORTANT: Do not copy a space after your password

If your password is ok, you will be able to see it. Otherwise it will remove it. If this happens, tweak your password and paste it again.

3

LET'S LOG YOU IN

CLICK ON **LOGIN**

Google or Edge can remember your password because you will receive an OTP if a hacker tries to use your login details.



RESET MY PASSWORD

Please type your new password in the field below.

Password reset successful. You can **login** with your new password

YOUR USERNAME WILL BE YOUR E-MAIL ADDRESS IN **SMALL CAPS**



IMPORTANT: Do not copy a space after your e-mail address

COPY AND PASTE YOUR PASSWORD IN



IMPORTANT: Do not copy a space after your password

YOU WILL BE SENT AN OTP

- You'll receive a **One-Time Pin** via **email**.
- You can copy and paste it from there.
- You have **15 minutes** to enter it.
- Check your **junk folder** if you don't see it.



IMPORTANT: You can get it via **SMS**, if you prefer that. Just ask your secretary.

CONFIRM LOGIN WITH OTP

[\[Click here to Resend OTP\]](#)

Enter the One Time Password found in the email that was just sent to you at zeldeen@insiteconnect.co.za. Remember to check your Junk E-Mail folder if you do not receive the email within a few minutes. If you close this page by accident, you will need to login again to return to this page.

Enter the OTP code *



LOGIN DONE

WHERE CAN YOU GET HELP?



Live chat with real people, ask us anything, anytime!

Free hand-held sessions we'll walk you through as many times as you need.

Go to agendaworx.com and click on this blue icon