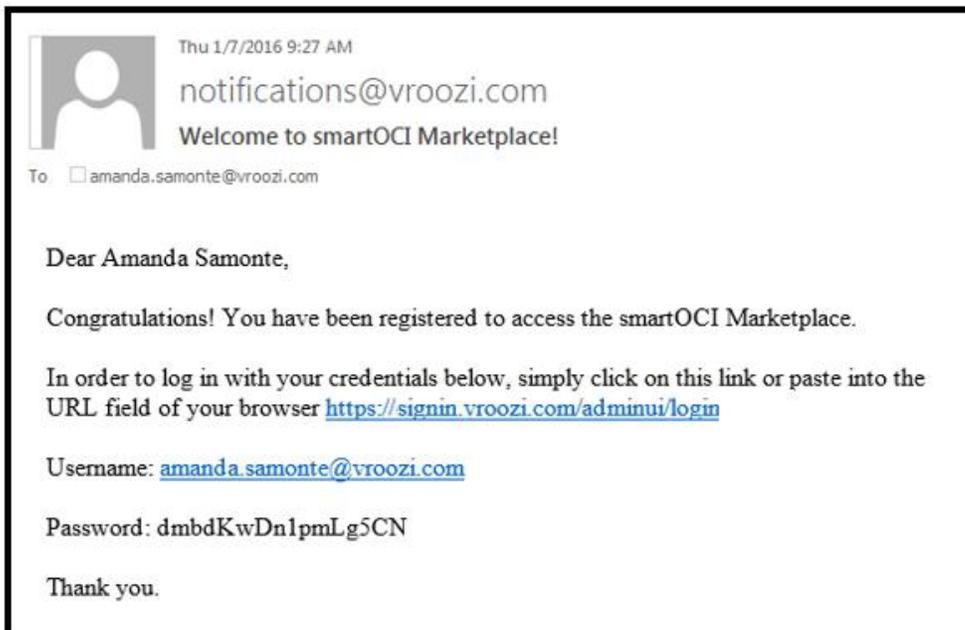


## LOGGING IN FOR THE FIRST TIME (ADMIN ONLY)

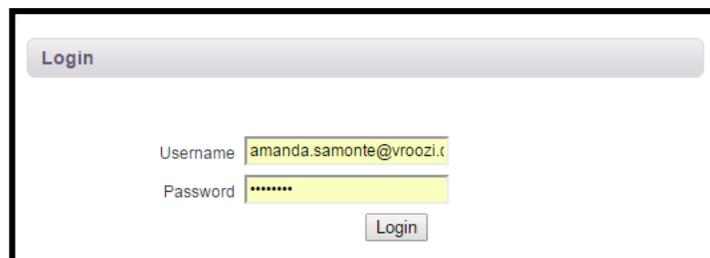
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To log in to *smartOCI*, you must first receive a welcome email. Follow the steps below to access the system for the first time.

1. Locate the “Welcome to *smartOCI*” email. This will be sent from [notifications@vroozi.com](mailto:notifications@vroozi.com). If you are not able to find it, we recommend checking your spam box.
2. Click on the personalized link or paste it into the URL field of your browser. You will be redirected to the *smartOCI* portal.

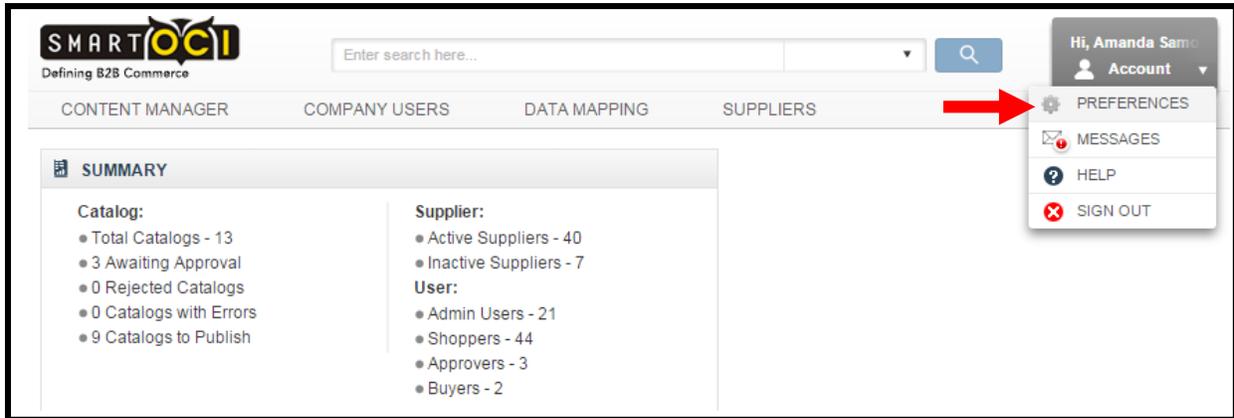


3. Type in your user name and temporary password provided in the welcome email and login. You may copy and paste the password into the field.



The image shows a login form with a "Login" button at the top. Below the button, there are two input fields: "Username" with the value "amanda.samonte@vroozi.c" and "Password" with the value "\*\*\*\*\*". A "Login" button is located below the password field.

4. After logging in, you want to update your *User information* and password. To do this, start by click on the *Account* area below your name.
5. Select the *Preferences* option.



6. Before you are able to update your password, you must first fill out all of the mandatory *User Information* marked with a red asterisk\*.

The screenshot shows the "USER INFORMATION" form. The form contains several fields, each with a red asterisk indicating it is mandatory. The fields are: E-mail, Contact Name, Contact Title, Address, City, Zip Code, State, Country, Telephone, and Fax. The values entered in the fields are: amanda.samonte@vroozi.com, Amanda Samonte, Training Manager, 18301 Von Karman Ave., Irvine, 92612, CALIFORNIA, UNITED STATES OF AMERICA, and 9495564873.

*E-mail:	amanda.samonte@vroozi.com
*Contact Name:	Amanda Samonte
*Contact Title:	Training Manager
*Address:	18301 Von Karman Ave.
*City:	Irvine
*Zip Code:	92612
*State:	CALIFORNIA
*Country:	UNITED STATES OF AMERICA
*Telephone:	9495564873
Fax:	

7. Expand the *Password Change* area by clicking on the carrot.
8. Type or paste in the temporary password in the *Old Password* field.
9. Type in a *New Password* and *Confirm* the same password.

PASSWORD CHANGE 

Old Password:

New Password:

Confirm Password: