

English HIV and Sexual Health Commissioners Group

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1. Landing page

- The first screen you see when you get to the forum is the landing page. From here you can:
 - Log in
 - Create new account
 - Request new password
- Everyone will need to create a new account/request access the first time they visit the commissioner's forum.
- However, if you were already a member of the previous forum you will have received an email with instructions on how to set your new password. If you didn't receive this email you can request a new password on the 'request new password' tab
- If you have forgotten your password you can request a new one by entering your email address on the 'request new password' tab

2. Requesting access

- When you click on the request access button you come to the page that allows you to fill in the request access form that the secretariat can then approve
- You will need to fill in the form and submit it
- To login, you can use either the username you submit when you complete the request access form, or the email address you have signed up with. You will choose your own

password - please make sure you make a note of your log in details. You are able to request a new password at the login page, but the secretariat cannot remind you of your login details

- All the fields with an asterisk are compulsory
- Once you submit your request the secretariat gets a notification and can authorise your access

3. Logging in

- You log in with your email address/username and the password you selected when you requested access here
- Once you log in you will be directed to the Forum Homepage