Volunteer Tracking Instructions for Invite

Invite:

 An invite will be sent to the primary account's email. The email will be from: <u>do-not-respond@trackitforward.com</u>. Follow the direction that is attached in the email. You will need to change your password.

| B 5 (| ″ ↑ ↓ = । | New account created for Volu | inteer Tracking | Œ | 1 – | | × | | | |
|---|--|------------------------------|-----------------|--------------|------|-----------------|---|--|--|--|
| File Message Acrobat Q Tell me what you want to do | | | | | | | | | | |
| 🕏 🗙 | Q Reply Image: Comparison of the second of | Move to: ? | Move Tags | P Editing | Zoom | Report Phish | | | | |
| Delete Respond Quick Steps rs Zoom PhishAlarm® A Volunteer Tracking | | | | | | | | | | |
| **** Exercise caution: This is an EXTERNAL email. DO NOT open attachments or click links from unknown senders or in unexpected emails. *** You've been added as a new user on Track it Forward. To get started, do the following: Click on this link to automatically login Change your password | | | | | | | | | | |
| If for some reason the above link does not work, please do the following: 1) Go to http://www.trackitforward.com/user/password 2) Enter your email address and we'll send you a new link 3) Check your email and click on the link 4) Change your username and password | | | | | | | | | | |
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2. Click the "click on this link." It will bring you to the Reset password page. Click "Log in."



 Password page: Change your password. Confirm your password. Click "Save"

Once you click "save" it will take you to where you can log your hours.

| 4 | TR/ FOI | ACK IT RWARD | How it Works | Who it's For | Features | Success Stories | Pricing | Help | My Account |
|---|--|--|---|-----------------------|---------------------|---------------------------|------------------|-----------------|----------------|
| | Username Spaces are allo | * wed; punctuation is not allo | wed except for periods, I | hyphens, and unders | cores. | | | | |
| | kerry.kratz | ke@wecenergygroup.co | m | | | | | | |
| | E-mail add A valid e-mail a or wish to recei | ress: * ddress. All e-mails from the ve certain news or notification | system will be sent to th ons by e-mail. | is address. The e-mai | il address is not n | nade public and will only | oe used if you v | vish to receive | a new password |
| | kerry.kratzl | ke@wecenergygroup.co | om | | | | | | |
| | To change the c Password: | urrent user password, enter | the new password in bo | oth fields. | | | | | |
| | | | | | | | | | |
| | Password s | trength: High | | | | | | | |
| | Confirm p | assword: | | | | | | | |
| | | | | | | | | | |
| | Passwords | match: Yes | | | | | | | |
| | □ Show Pa | ssword | | | | | | | |
| | • Connect | ed Accounts | | | | | | | |
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| | • Email se | ttings | | | | | | | |
| X | | | | | | | | | |
| | Save | Delete Account | | | | | | | |