

New User Login Instructions

The biospatial platform is optimized for Safari and Chrome browsers

New users must be added to an organization by an administrator. After the user has been added to the platform, the user will receive an email from info@biospatial.io with the subject line **Registration Request** (Figure 1). This email contains the username, which will be the email entered by the administrator to establish the account, and a temporary password (highlighted). The temporary password is valid for 7 days.

At the login screen, enter the username and the temporary password provided in the registration email. The login verification screen will then open (Figure 2).

The verification code will be provided via email with the subject line **Notice of Login From New Device** (Figure 3, highlighted). As a security precaution, this verification step will be taken every time the platform is accessed with a new device or browser.

After entering the verification code, the user will be prompted to complete the user profile (Figure 4). The user may select to receive future verifications by either text or email by setting the verification method (highlighted). The phone number provided will be used for text messaging.

Passwords must be a minimum of 8 characters with at least one uppercase letter, one lowercase letter, one number, and one special character.

Once the profile is complete, the user will be required to accept an End User Licensing Agreement. Questions or concerns about the agreement may be directed to helpdesk@biospatial.io.

More help information is available within the application under the support page. The support page can be found by clicking on the user name in the upper right-hand corner of the browser window.

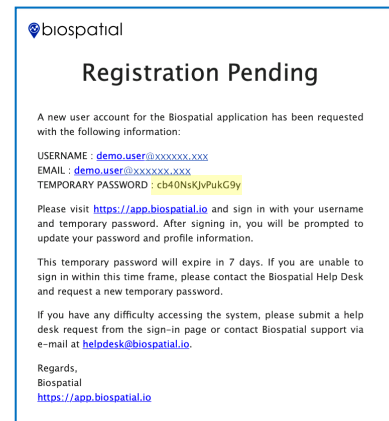


Figure 1

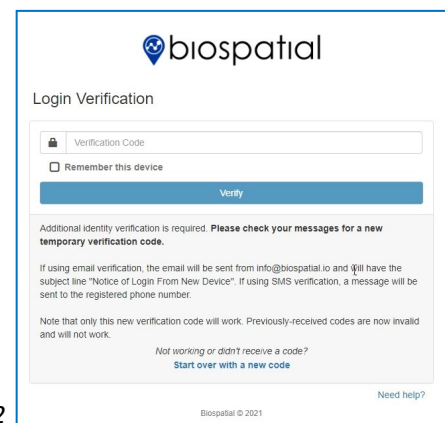


Figure 2



Figure 3

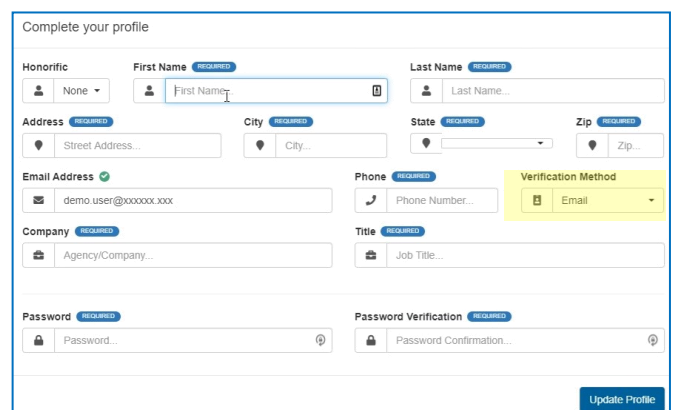


Figure 4