# Login Guide

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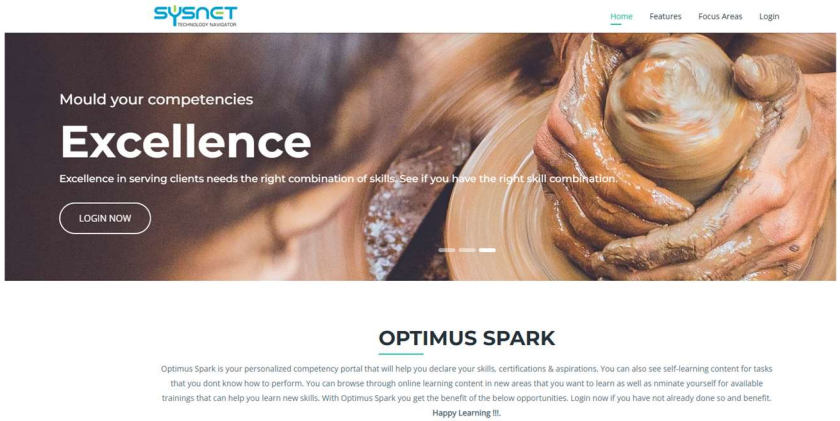
## 1.1 Getting Started

Open a chrome browser and type in the URL : https://optimusspark.sysnetglobal.in/optimusspark/ This will give you the below home page for Optimus Spark from where you can login.




| Steps to Follow | |
|---|---|
| 1 | You can click on this link to view / download the User Guide |
| 2 | You can click on this link to view / download the Login Guide |
| 3 | To Login click on Login Link |



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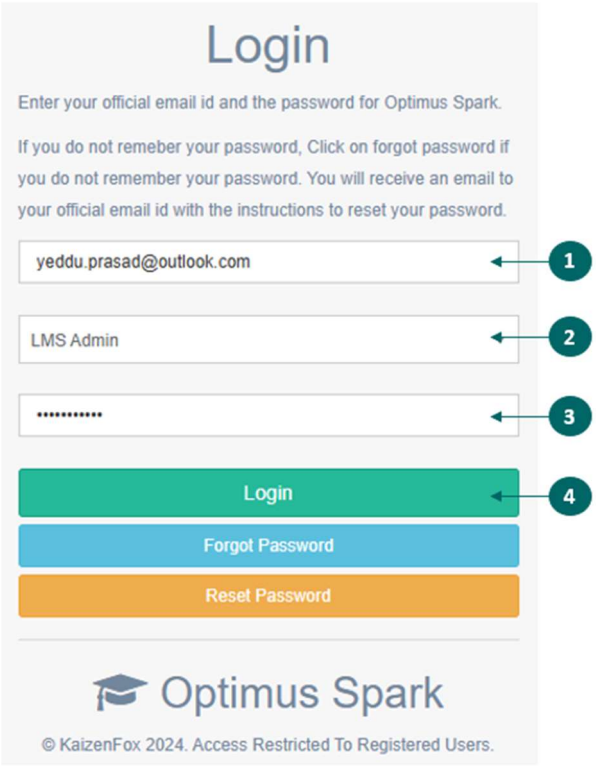
## 1.2 First Time Login

The below section gives you step by step instructions on how to login to Optimus Spark when you login for the first time. Only in the First time login, you will be forced to change your password from the default system created password.




| Steps to Follow | |
|---|---|
| 1 | Enter your Email ID. (Usually this will be your company Email ID) |
| 2 | Enter the initial password that you would have received from your system admin. Usually this is **welcome** (all small letters). |
| 3 | Select your role. In case you are mapped to multiple roles you will be able to select the role your want to login into. |
| 4 | You will be forced to change your password. (See the next section called "**Forgot Password**" to reset your password) |

| | |
|---|---|
| Invalid Email ID or Password | The Email ID / Password you entered is not valid. Please check with your System Admin for the Email ID you have been registered with. |
| Valid Email ID | You will be redirected to the Forgot Password Screen. Here you will be able to request a Secret Key needed to Reset Your Password. |



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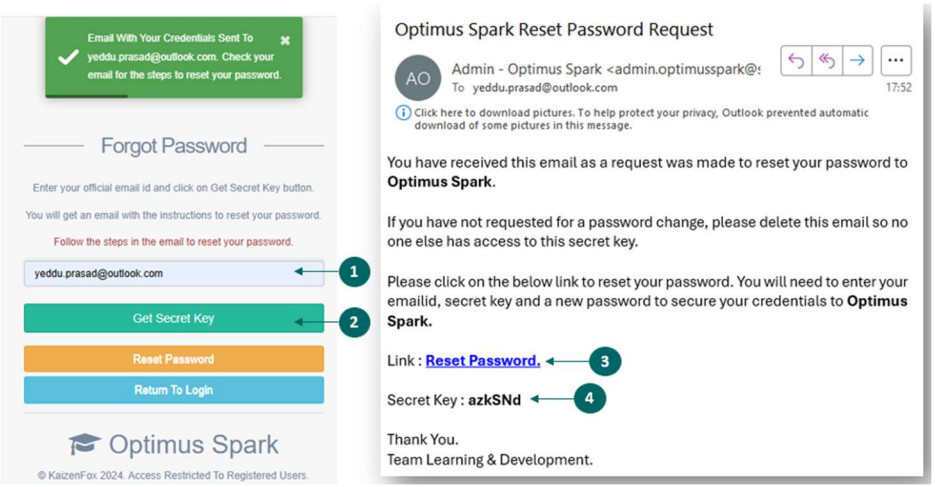
## 1.3 Forgot Password

The below section gives you step by step instructions on how to generate a secret key that is needed for you to reset your password. You will receive an email with the Instructions on how to reset your password, the link to use as well as a Secret Key that you will need to reset your password. Please ensure you secure this Key and do not share with anyone else.




| Steps to Follow | |
|---|---|
| 1 | Enter your Email ID. (Usually this will be your company Email ID) |
| 2 | Click on the button **Get Secret Key** |
| 3 | You will get an email to your registered email id with a link to reset your password. & the secret key. In case the link does not open, click on the URL https://optimusspark.sysnetglobal.in/optimusspark/resetpassword/ |
| 4 | This is the secret key you will use to reset your password |

| | |
|---|---|
| Invalid Email ID or Password | The Email ID you entered is not valid. Please check with your System Admin for the Email ID you have been registered with. |
| Valid Email ID | You will receive an email with instructions on how to reset your password as well a secret key that is needed to reset your password. Please click on the link in the email to navigate to the screen that will allow you to reset your password. |



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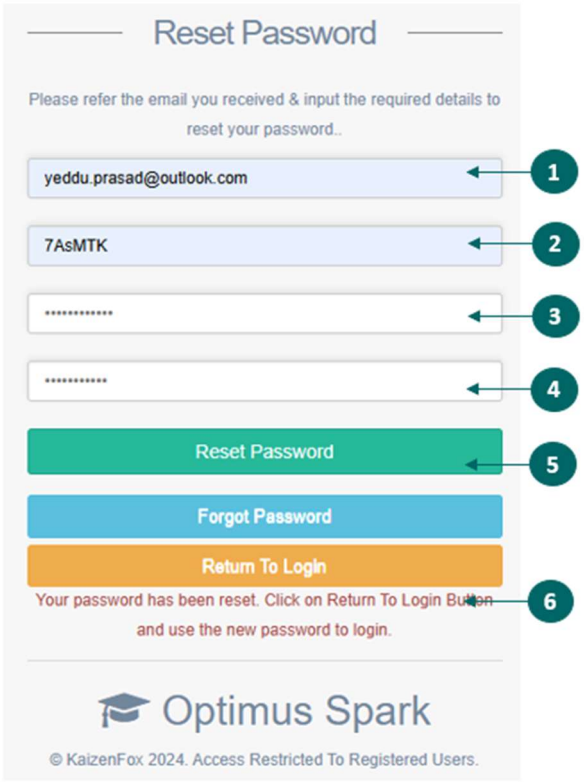
## 1.4 Reset Password

The below section gives you step by step instructions on how to reset your password. Keep the email that you received from Optimus Spark handy as you will need the secret key to reset your password.




| Steps to Follow | |
|---|---|
| 1 | Enter your Email ID. (Usually this will be your company Email ID) |
| 2 | Enter the Secret Key you received in the email. |
| 3 | Enter your new password. |
| 4 | Re-Enter the new password. |
| 5 | Click on Reset Password Button. |
| 6 | On success you will receive confirmation that your password is reset. If you make an error, follow the instructions to fix the effort. |

| | |
|---|---|
| Invalid Email ID / Secret Key | If the Email ID or Secret Key entered is Invalid, you will be prompted with the appropriate error message. Please ensure you provide the right details to reset your password. |
| Successful Password Reset | You will be prompted with a Success Message. Click on Return to Login Button. On Clicking the Return to Login Button you will be redirected to the Login Screen. Enter your Email ID & New Password to login. |



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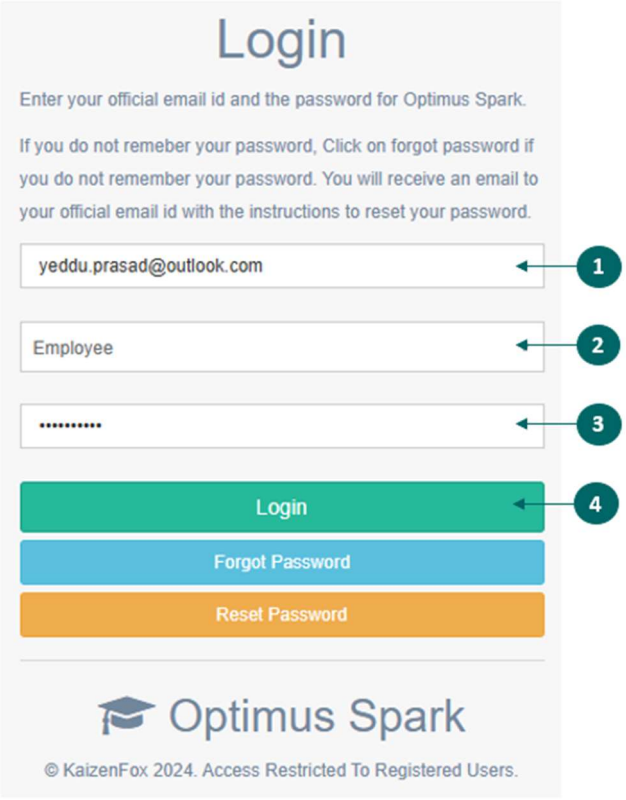
## 1.5 Subsequent Logins

The below section gives you step by step instructions on how to login to Optimus Spark. On Successful login you will be presented your Dashboard.




| Steps to Follow | |
|---|---|
| 1 | Enter your Email ID. (Usually this will be your company Email ID) |
| 2 | Select your role. In case you are assigned multiple roles, you will see all your roles in this list. |
| 3 | Enter your password |
| 4 | Click on the Login Button. |

| | |
|---|---|
| Invalid Email ID or Password | The Email ID you entered is not valid. Please check with your System Admin for the Email ID you have been registered with. |
| Valid Email ID | You will be redirected to your Dashboard and provided with a Menu with all the modules you have access to.<br>**Welcome to Optimus Spark** |



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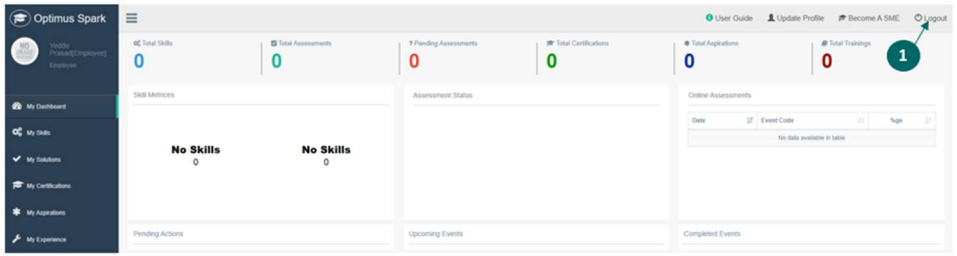
## 1.6 Logout

To logout from optimus spark,




| | |
|---|---|
| 1 | Click on the Logout Text / Button to logout from Optimus Spark. |



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