



## Logging In

The Login process identifies you as an authorized user and grants access to the workspace based on your level of user permission.

Passwords are case-sensitive.



The login form is displayed on a dark blue background with a subtle geometric pattern. At the top, the Mitchell logo is shown in white. Below the logo, there are three input fields: 'Organization ID', 'Username', and 'Password'. To the right of the 'Username' and 'Password' fields are links for 'Forgot Username?' and 'Forgot Password?' respectively. Below the 'Organization ID' field is a 'Remember Me' checkbox. A large green 'Sign In' button is positioned below the 'Remember Me' checkbox. Below the button is a link for 'Need help signing in?'. At the bottom, there is a disclaimer about the portal's use and a copyright notice.

Organization ID

Username [Forgot Username?](#)

Password [Forgot Password?](#)

☐ Remember Me

**Sign In**

[Need help signing in?](#)

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### To log in

1. Enter your Organization ID.
2. Enter your Username.

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3. Enter your Password.
    - If you want the system to remember your login credentials, select the Remember Me box.
  4. Click Login to open the workspace.

#### **If you forget your Username or Password**

1. Click the Forgot Username or Password links.
2. Follow the on-screen instructions to reset your username or password.

Note: You can use your browser's Back Button to return to the Login page.

Reference

#### **Component Descriptions**

Organization ID	The two-character company code assigned by Mitchell.
Username	The unique identifier assigned to you by Mitchell.
Password	Your personal password.
Remember Me	Sets your system to remember your login credentials. You must still enter your password each time you log in.
Sign In	Authenticates your credentials and opens the workspace.
Forgot Username, Opens the online instructions for resetting your username or password.	
Password	