
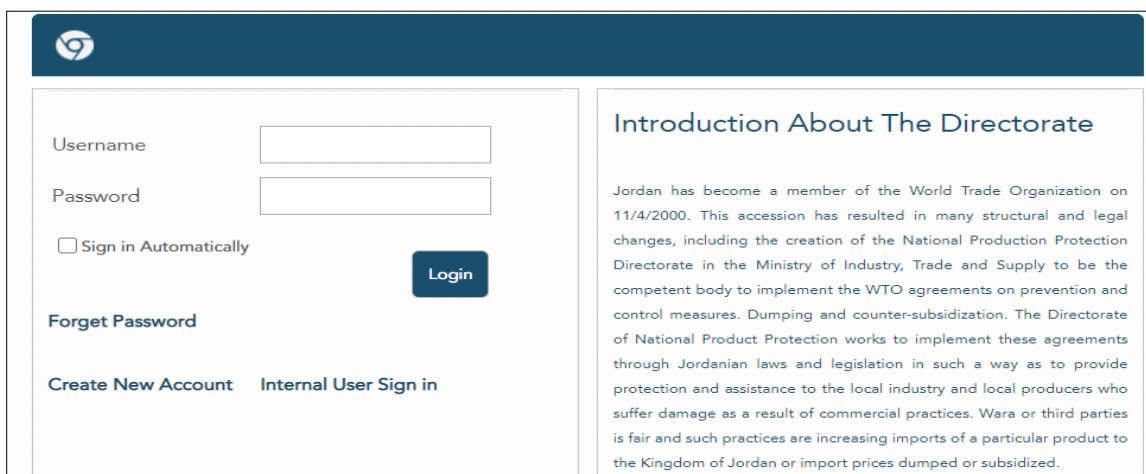


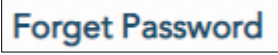
## Log in to the System

To log in to the system, follow these steps:

1. From the **Home page**, click **signup / Login** .
2. The login screen appears: contains:



The screenshot shows a login interface. On the left, there are input fields for 'Username' and 'Password', a checkbox for 'Sign in Automatically', and a 'Login' button. Below these are links for 'Forget Password', 'Create New Account', and 'Internal User Sign in'. On the right, there is a section titled 'Introduction About The Directorate' with a paragraph of text.

- **Username:** Enter your username.
- **Password:** Enter a password.
- **Forget Password:** If you forgot your password, follow these steps to retrieve it:
  - From the login screen, click **Forget Password** .
  - Enter the e-mail that you registered with in the system.
- Then click **Send Password**. Your password will be sent to the email with which you registered.



- If you are not registered in the system, a new account must be created, to create a new account, please review the user guide "Create a New Account" on the home page of the directorate's website
- If you enter an e-mail address that is not registered in the system, a message will appear to inform you when you click on Send Password.