

Logging on and off

1. Open a web browser, and type the address (URL) of the InSite Creative Workflow server.

Username:

Password:

Language: English ▼

[Use Secure Connection - SSL](#)

[System Diagnostics](#)

[Forgot Your Password?](#)

2. Type your user name and password, select a language, and click **Login**.

Note: New and forgotten password users are required to reset their password during first login. If you see the "**Please reset your password..**" message as seen below, click the **Change Password** link to change the password. Once completed, Login again.

[Use Secure Connection - SSL](#)

[System Diagnostics](#)

[Forgot Your Password?](#)

[Change Password](#)

Please reset your password. To continue, click the Change Password link.

Change Password

User Name *

Your Current Password *

New Password *

Confirm Password *

Note: If the system has the **Enforce two-factor authentication** option enabled, depending on your user settings, you may be required to enter the verification code to login. When you are taken to the **Two-Factor Authentication** page, check your email and obtain the verification code sent by an email from the system. Enter the code and click **Verify**.

Two-Factor Authentication

The verification code has been emailed to .

Code:

☐ Don't ask me again for 14 days

3. The Kodak InSite Creative Workflow window appears.

4. To log off, click Logout in the top-right corner of the toolbar.