

HCSS Product Suite

Signing In Guidance Notes



About these Signing In Guidance Notes

Welcome to the Access Product Suite Signing In Guidance Notes!

These Guidance Notes take you through the steps required to sign in to the new single sign on function

Last month we revealed that we had some exciting new developments planned that we would be implementing during the autumn term.

Phase 1 – Single Sign On Improvements

You were recently asked to provide (and confirm via an email link) a unique and current email address this is to lay the foundation for our new single sign on functionality. This function not only provides a more rigorous structure to passwords used but will also enable you to access even more of the future updates we have planned for the HCSS suite of products

We want to manage the change to our new processes and procedures slowly to ensure that the transition is as smooth as possible for you.

What's Next?

Once everyone is easily and successfully using the single sign on the next phase of the journey is to introduce **Access Workspace** - this will transform the way that we all work.

This document provides you with further information on what you can expect from the new Single Sign On function and further information on **Access Workspace** will be released over the coming weeks.

Table of Contents

Guidance Notes	4
Guidance Notes Detailed Instructions	5
Activating your Signing In Details	5
How to Contact Us.....	6

Guidance Notes

These Guidance Notes provide detailed instructions of the steps that are required for the Single Sign On function

Guidance Notes

Activating Your Signing In details

You will have received an email asking you to complete the process. Clicking on the link takes you through the steps required to access your HCSS Product Suite

[Read more about this feature](#)

Guidance Notes Detailed Instructions

Guidance Notes

Activating your Signing In Details

An email from HCSS Web Account will have been sent to the email address that you provided as part of our phased approach to implementing the new Single Sign On function

HCSS Web

Dear Jim Brown,

You have been added by your system administrator as a new user to HCSS Accounting; in order to complete the set up please click the following link:

[Complete process](#)

To log in, enter your username as follows:

jim_brown80@yahoo.com

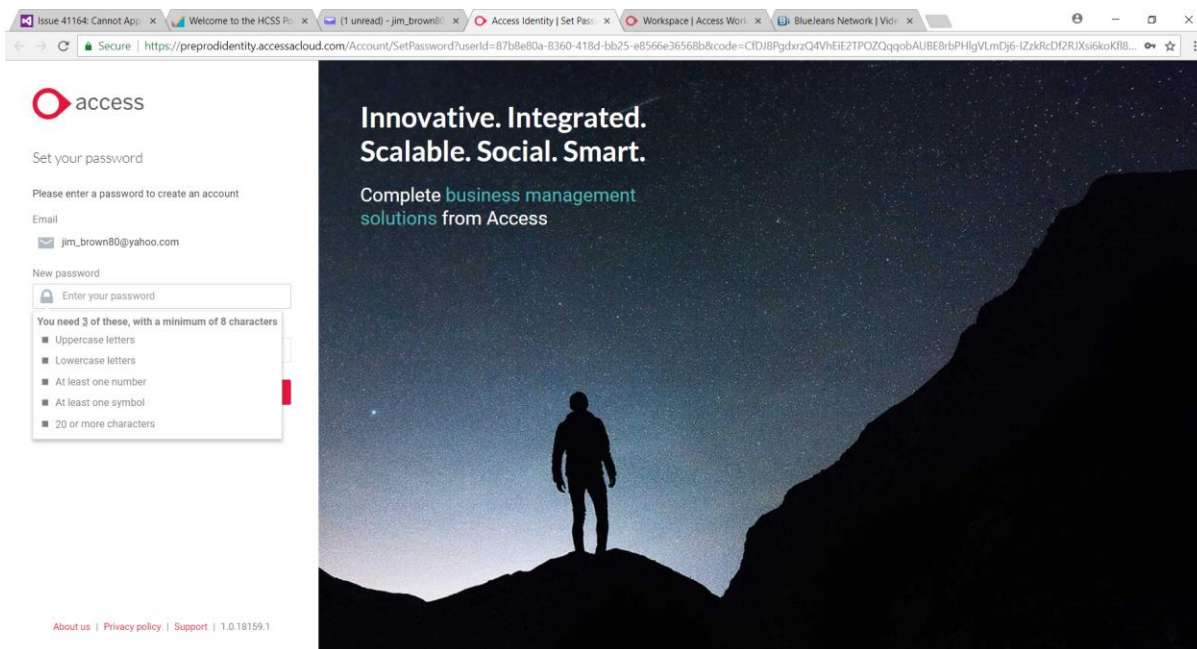
If you require technical support for any of our software products, please contact the Helpdesk on 0845 340 4546 or email [software support](#).

Kind Regards
HCSS Software Support

[Complete process](#)

Click on the button

This will open an internet browser similar to the below



You will need to enter a Password that consists of 3 of the options listed. It must be at least 8 characters long

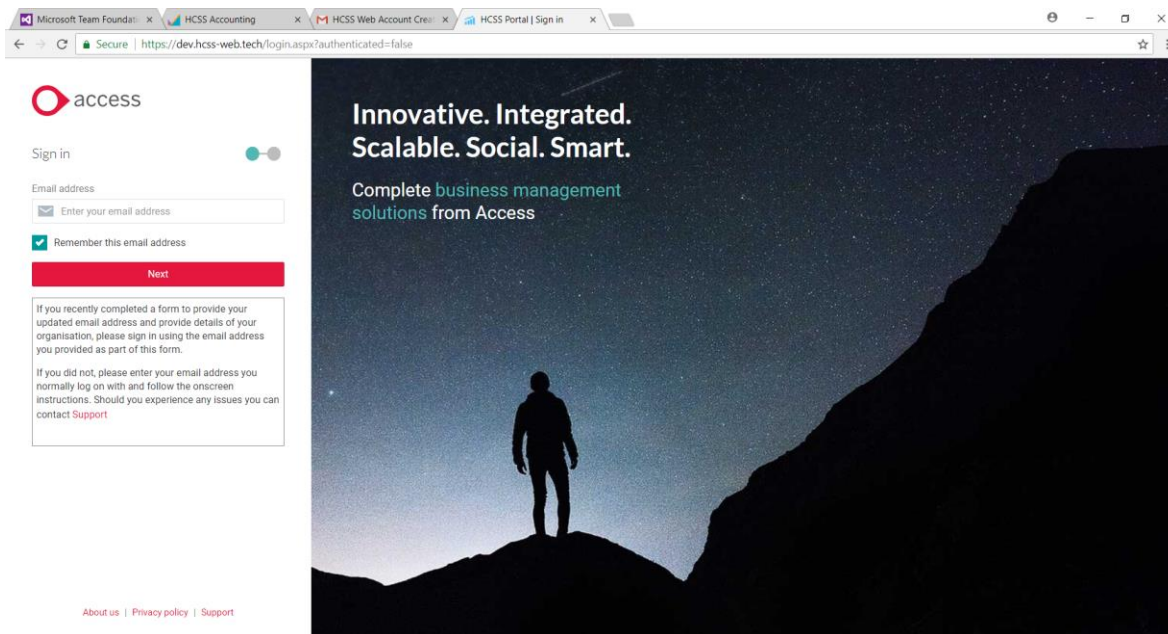
The Items are:

- Uppercase letters
- Lowercase letters
- At least one number
- At least one symbol
- 20 or more characters

You will be asked to confirm your Password

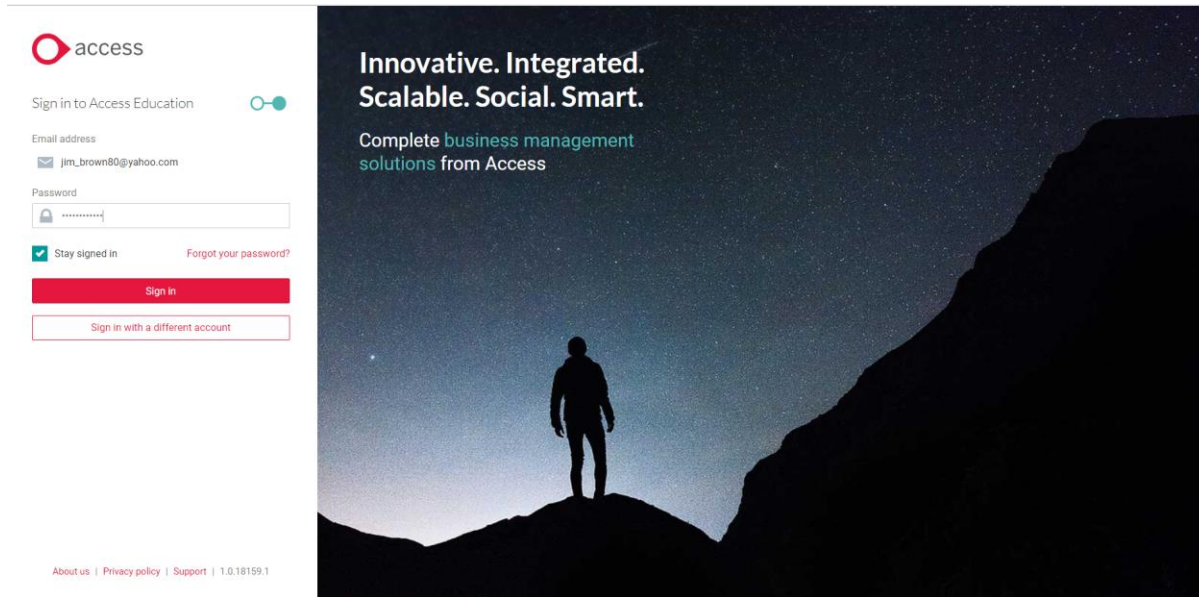
Click on **Set Password and Confirm Account**

The following screen will appear



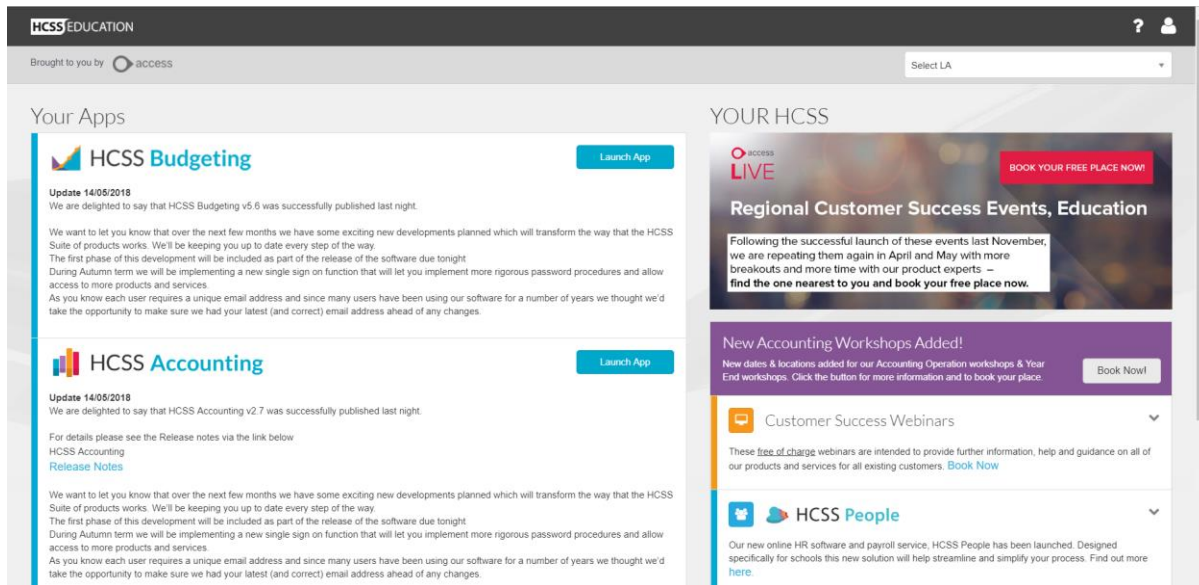
Enter your email address and click on **Next**

You will then be asked to enter the password you have just created



Once you have entered your password click on **Sign In**

This will take you to the HCSS Products (and the Establishments) that you currently have access to



From this screen you will be able to manage your HCSS Products as normal.

Launching your products, adding new users and managing your school details

My Products
School Details
User Account
Logout

When you logout of your HCSS Product Suite you will be taken to the screen below

access

Signed out

You are now signed out.

[Return to Access Education](#)

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**Innovative. Integrated.
Scalable. Social. Smart.**

Complete **business management**
solutions from Access

How to Contact Us

For further information related to this release or how to upgrade please use the following contacts:

Your Account Manager or Customer Success Manager

Support department

- Support Portal <https://access-support.force.com/Support/s/>
- Tel 0845 340 4547

General Website:

<https://www.theaccessgroup.com/>