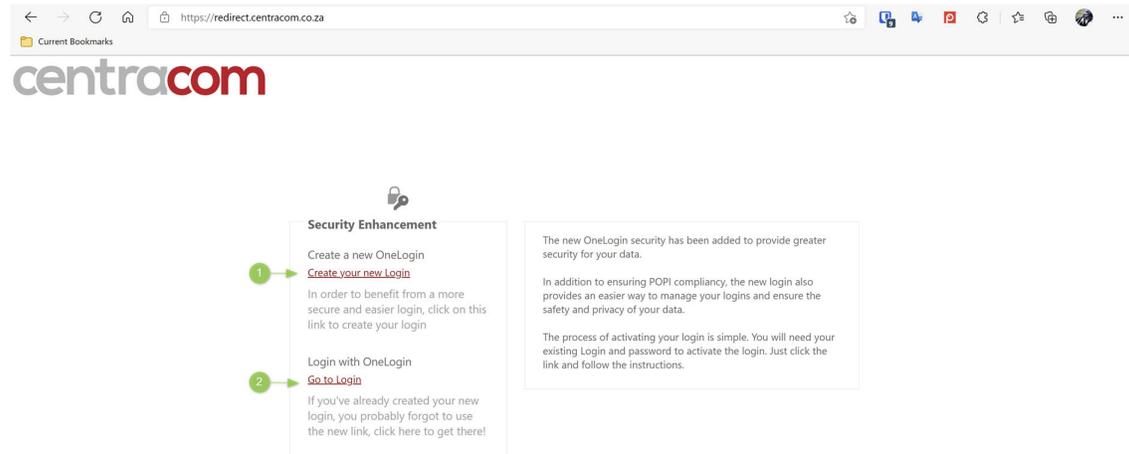# Migrating Customers to OneLogin

Temporary Redirect Page

Users will now get the page below should they try one of the old logins to User Reporting:

Two links have been provided.

1. A link where a user will be able to create a new "OneLogin", login access
2. A link where a user will be able to go to "OneLogin" to access their services, should they already have a login.

User Registration

The following page is used to start the user registration process it requires:

1. A valid email address to use as a login
2. A password with a minimum of 6 characters containing letters and numbers
3. A login type, selection. In the case of a customer this will be customer. If the user makes the wrong selection here their old login will not be validated, and submission will fail with an error message.
4. Their existing login name to the user site
5. Their existing password for the user site

When successfully submitted, the user is required to submit the following detail:

Once submitted the user will be logged into OneLogin.

OneLogin – End User Operations

Once logged into OneLogin, the user will be presented with the screen below:

1. A tile to be clicked for access to user reporting, invoicing etc…
2. A button to access login management
3. A button to access password change
4. A button to logout
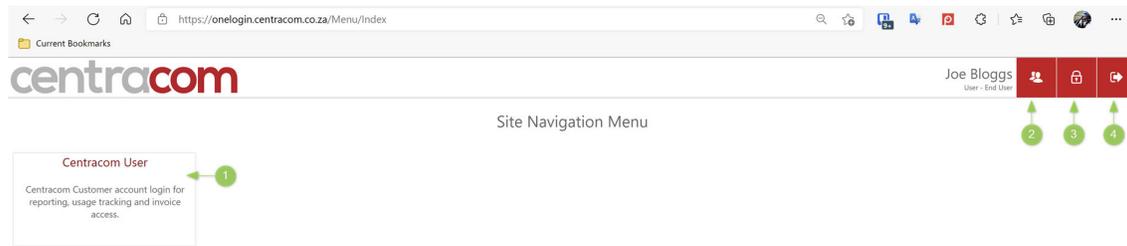
By default, a new user will be created as an Administrator when migrated.

It should be noted that this user does <u>not</u> have Call Recording access unless explicitly granted. The user has the rights to change this to allow this feature.

A Customer Administrator will have access to edit/add and modify security on all logins pertaining to their account by clicking the (1) Account Profile button.
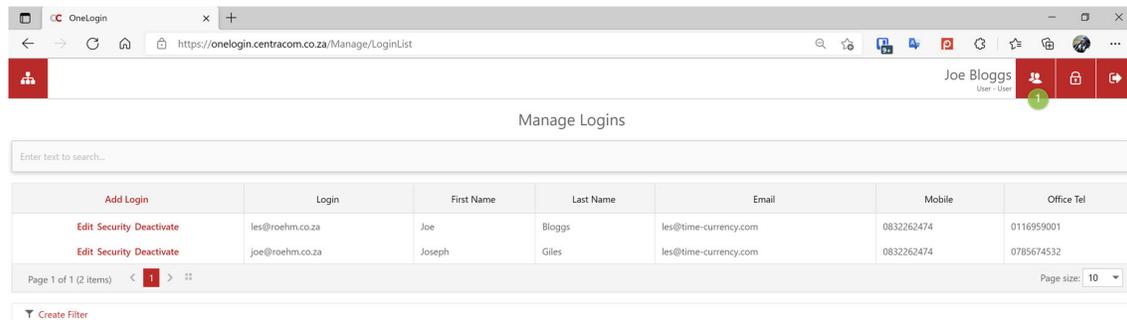
A non-administrator user will be allowed to change their own details (2) only when clicking (1) Account profile button