

Logging In and Out

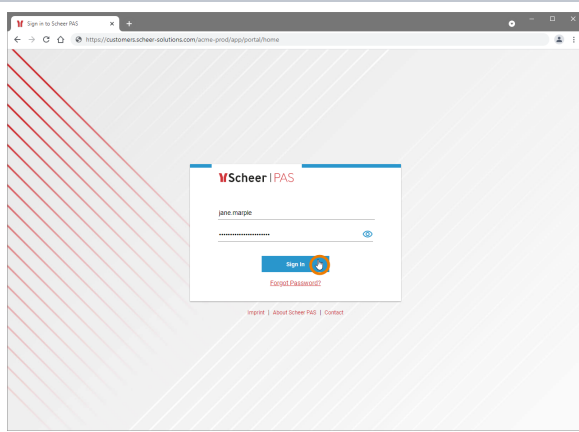
Logging in to Your System

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- [Scheer PAS System Requirements](#)

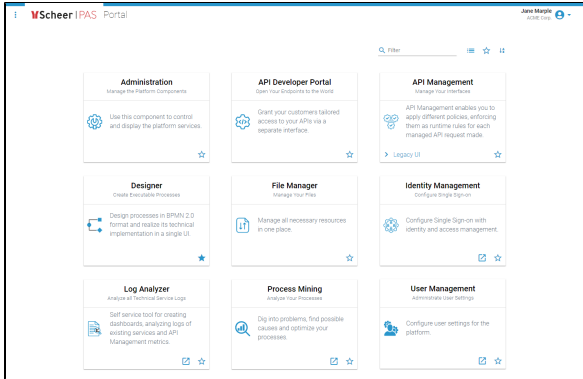


To start working with **Scheer PAS**, you must first log in to your system. Go to your company's address, for example <https://customers.scheer-solutions.com/acme-prod/app/portal/home> and log in.

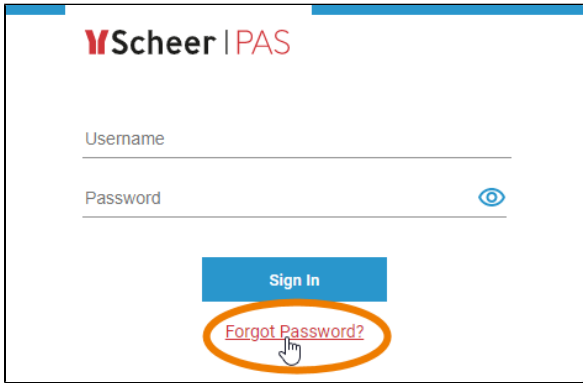
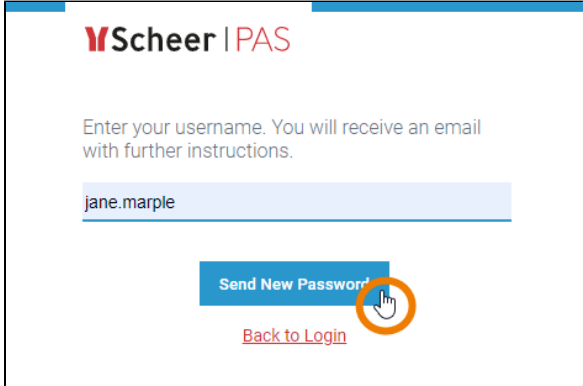
You need valid user data consisting of a username and a password. Enter the credentials in the corresponding fields and click **Sign In**. Alternatively, you can also confirm your input by pressing **Enter**.

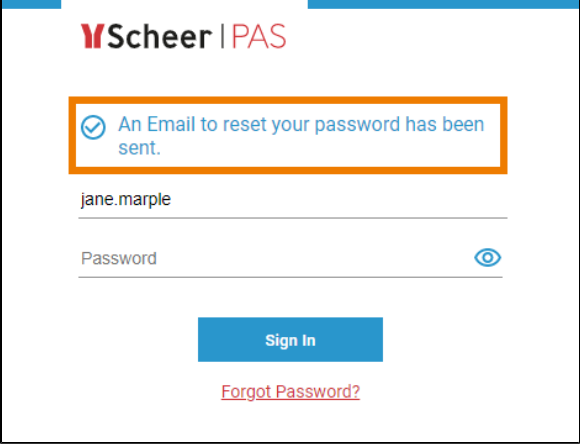
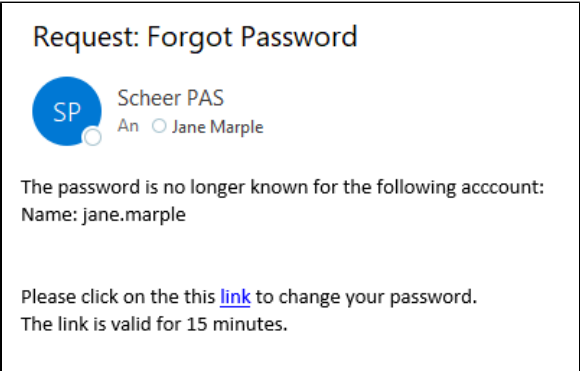
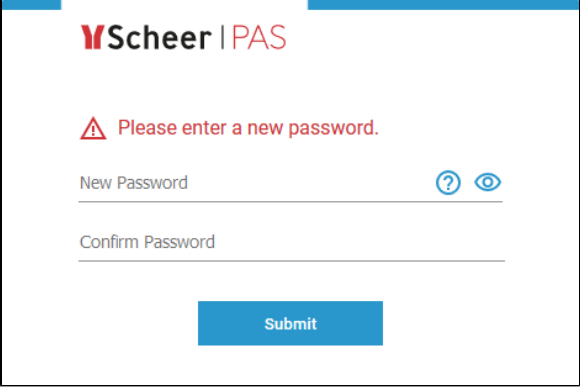
Single Sign-on is available throughout all platform components: Log in once, and use all Scheer PAS components that are configured for your user.

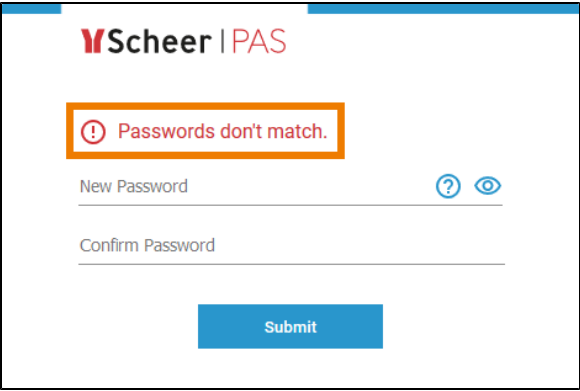
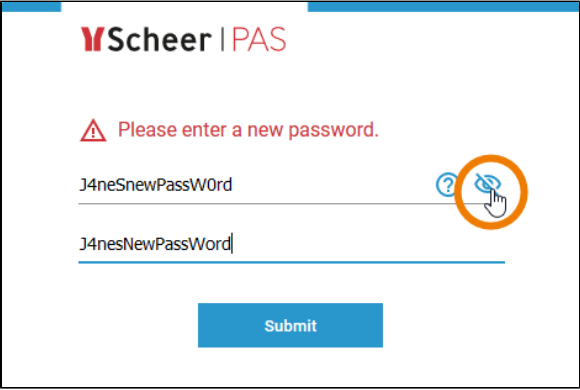
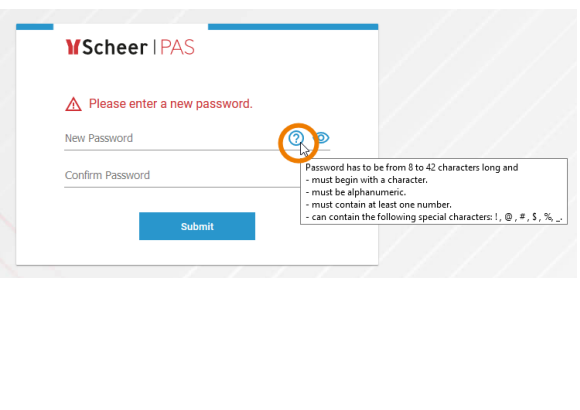
<div><div><div><div><div><div></div></div><div><div>Scheer PAS</div></div></div></div><div><div><div><div>Invalid username or password.</div></div></div><div><div><div>jane.marple</div><div>.....</div></div><div><div><div></div></div></div></div><div><div>Sign In</div></div><div><div>Forgot Password?</div></div></div></div></div>	<p>If the username or the password do not match or contain typing errors, an error message is displayed on the login screen.</p> <p>In a first step try again to log in with your username and password . In particular, check that the input is case sensitive.</p> <p>If logging in is still not possible, please use the link Forgot Password? link to change your password.</p> <p>Should you not be able to log in after changing your password , please contact the support.</p>
<div><div><div><div><div><div></div></div><div><div>Scheer PAS</div></div></div></div><div><div><div><div>Invalid username or password.</div></div></div><div><div><div>jane.marple</div><div>Th3reIsaTyp0InMyPaaswoRd</div></div><div><div><div></div></div></div></div><div><div>Sign In</div></div><div><div>Forgot Password?</div></div></div></div></div>	<p>If you want to check your input for typos, use Show  to display your password.</p>

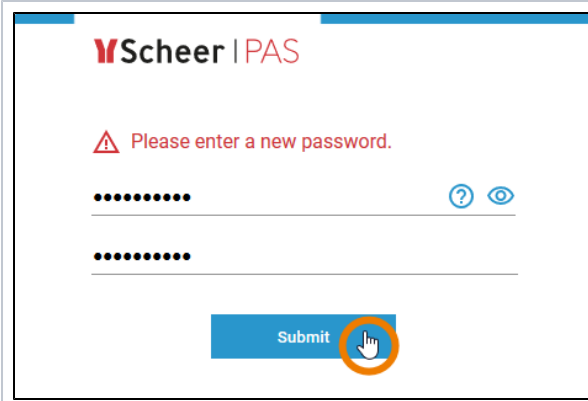
	<p>After a successful login you are in the WScheer PAS Portal - your access to the world of WScheer PAS: For each component of the platform you are authorized to use, you will see a corresponding tile.</p> <p>Click on a tile to open the corresponding component within the portal.</p>
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Forgotten Password

	<p>If you have forgotten your password, use the link Forgot Password? below button Sign In.</p>
	<p>First enter your username, then click Send New Password.</p>

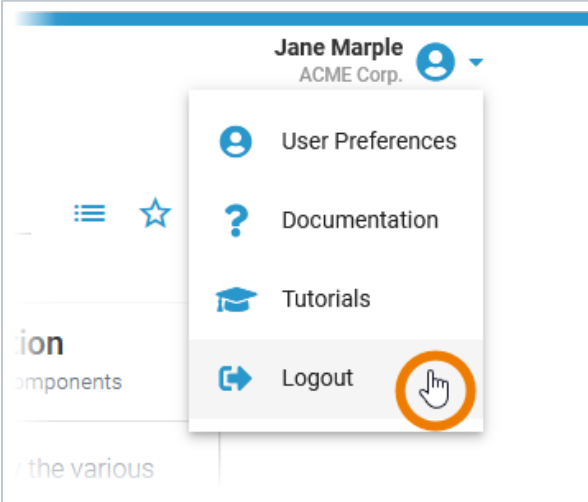
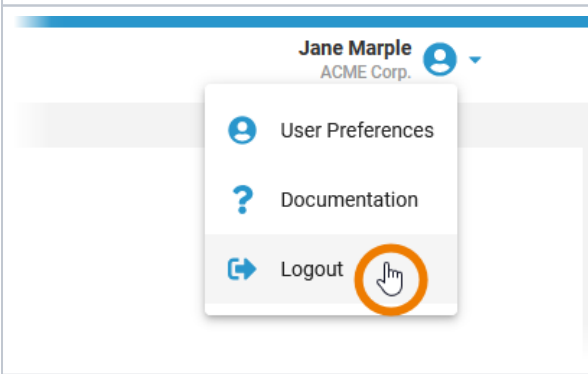
	<p>The following message will be displayed:</p> <p>An Email to reset your password has been sent.</p> <p>The email will be sent to the address stored for your account in the user administration.</p> <p>Check your mailbox.</p>
	<p>The email sent contains a link.</p> <p>This link is valid for 15 minutes.</p> <p>Click on the link to reset your password.</p>
	<p>The link takes you to a page where you can change your password yourself.</p> <p>Enter your new password in the first line.</p> <p>Confirm the new password by entering it again in the second line.</p>

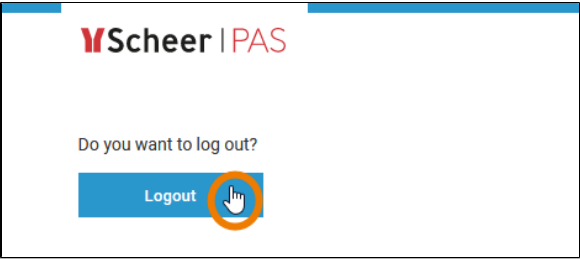
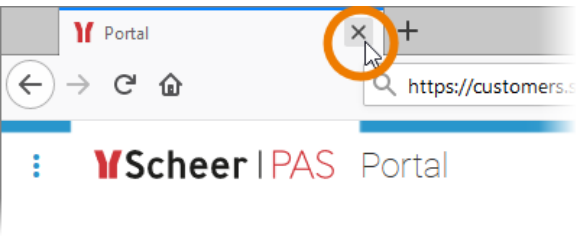
	<p>If the password and the password confirmation do not match, you will not be able to submit your request.</p> <p>In that case, please enter your password again and make sure that your input is identical.</p>
	<p>Click Show to view your input.</p> <p>This helps you to check your passwords for typos.</p>
	<p>Your password has also to match the password criteria.</p> <p>Hover over Password Criteria to show the valid criteria.</p>

	<p>When you have entered the new password, click Submit.</p> <p>After a successful change of your password you will directly be logged in. You are redirected to the Scheer PAS Portal.</p>
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Logging out from Scheer PAS

There are several ways to finish your work in **Scheer PAS**.

	<p>Using Logout is the safest way to finish your work session: The current session is terminated in all tabs and the login page is displayed.</p>
	<p>Option Logout is also available in the header menu if you have opened a tool in a separate browser tab.</p>

 <p>The screenshot shows the top of the Scheer PAS portal. At the top left is the logo 'Scheer PAS'. Below it, the text 'Do you want to log out?' is displayed. Underneath this text is a blue button labeled 'Logout'. A hand cursor icon is pointing at the 'Logout' button, and this entire button area is circled in orange.</p>	<p>If you use one of the logout options, a screen will appear asking you to confirm that you wish to logout.</p> <p>After a successful logout, you are redirected to the login page.</p>
 <p>The screenshot shows a web browser window. The address bar displays 'https://customers.s...'. Below the address bar, the page title 'Scheer PAS Portal' is visible. A hand cursor icon is pointing at the close button (an 'X' in a circle) in the browser's tab bar, and this button is circled in orange.</p>	<p>Alternatively you can close the browser tab, but this will not end your Scheer PAS session and is therefore not recommended.</p>