

Desktop Elements Login Instructions

Employees must have an email on file to receive the new hire and password reset emails.

6 Steps [View most recent version](#) 

Created by
APS Staff

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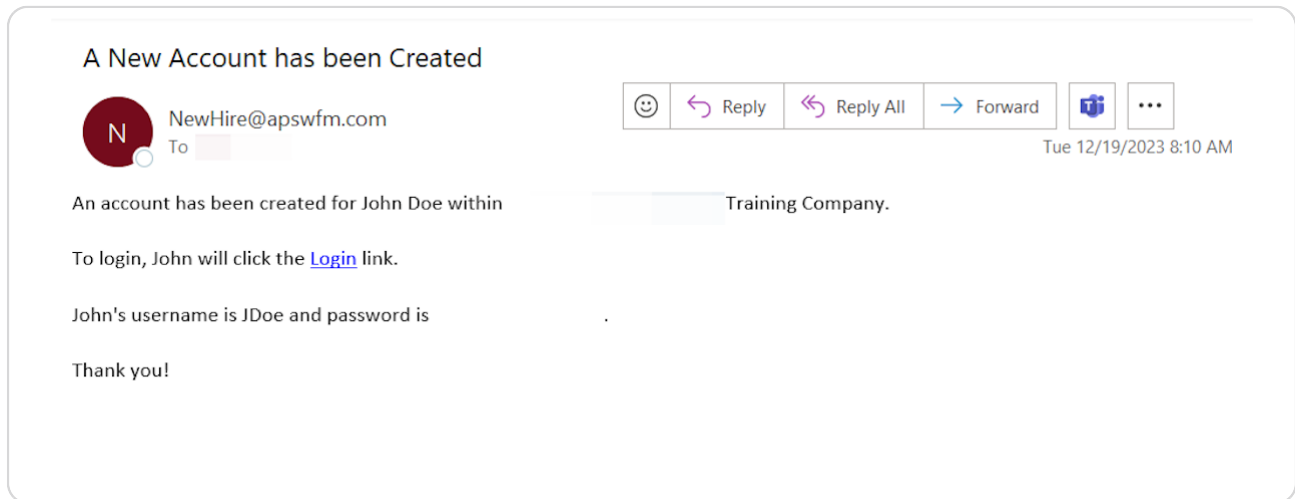
STEP 1

Check your email account for your New Hire email

This email will be sent to the email account listed on your employee profile page. The email can take up to five minutes to send. Please wait and check your junk or spam folders before requesting a new email.

The email will contain a login link, your username, and a temporary password. Click on the link to login to your company's page.

If the temporary password has a period at the end, this is not included as part of the password.



STEP 2

Check your email account for your Password Reset email

If you've signed in before but need your password reset, you can select "Forgot Your Password?" on the login screen, or contact your administrator and ask for a password reset email.

This email will be sent to the email account listed on your employee profile page. The email can take up to five minutes to send. Please wait and check your junk or spam folders before requesting a new email.

The email will contain a login link, your username, and a temporary password. Click on the link to login to your company's page.

If the temporary password has a period at the end, this is not included as part of the password.

STEP 3

Enter in your username and temporary password from the email you received

Click the Login button on the screen.

Log in 8:11 AM [EST]

After 5 unsuccessful login attempts you must wait 30 minutes and then click the "Forgot your Password" link to reset your password and login.

Username*

jDoe

Password*

.....

Remember Username

Login

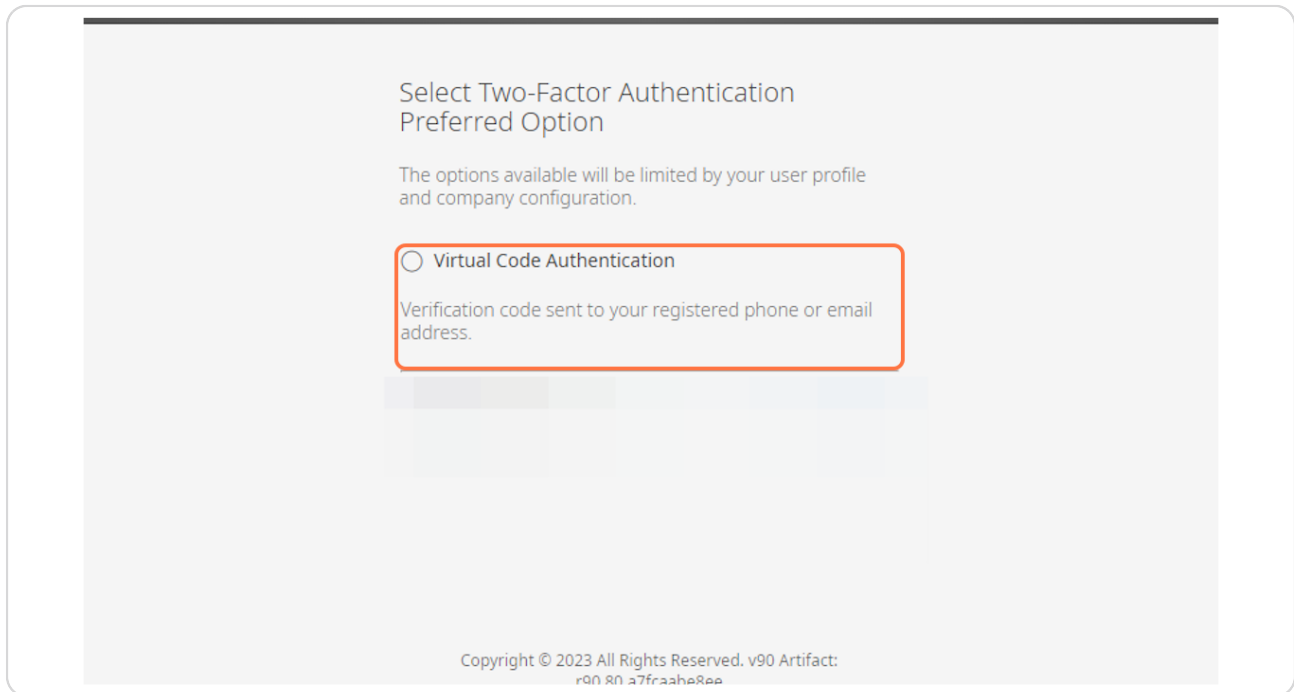
[Forgot your password?](#)

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STEP 4

Enter your preferred two-factor authentication option

This is required to login. Depending on your level of access in the system, your options for the code will vary.



Select Two-Factor Authentication Preferred Option

The options available will be limited by your user profile and company configuration.

Virtual Code Authentication
Verification code sent to your registered phone or email address.

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r90 80 a7fcaab8ee

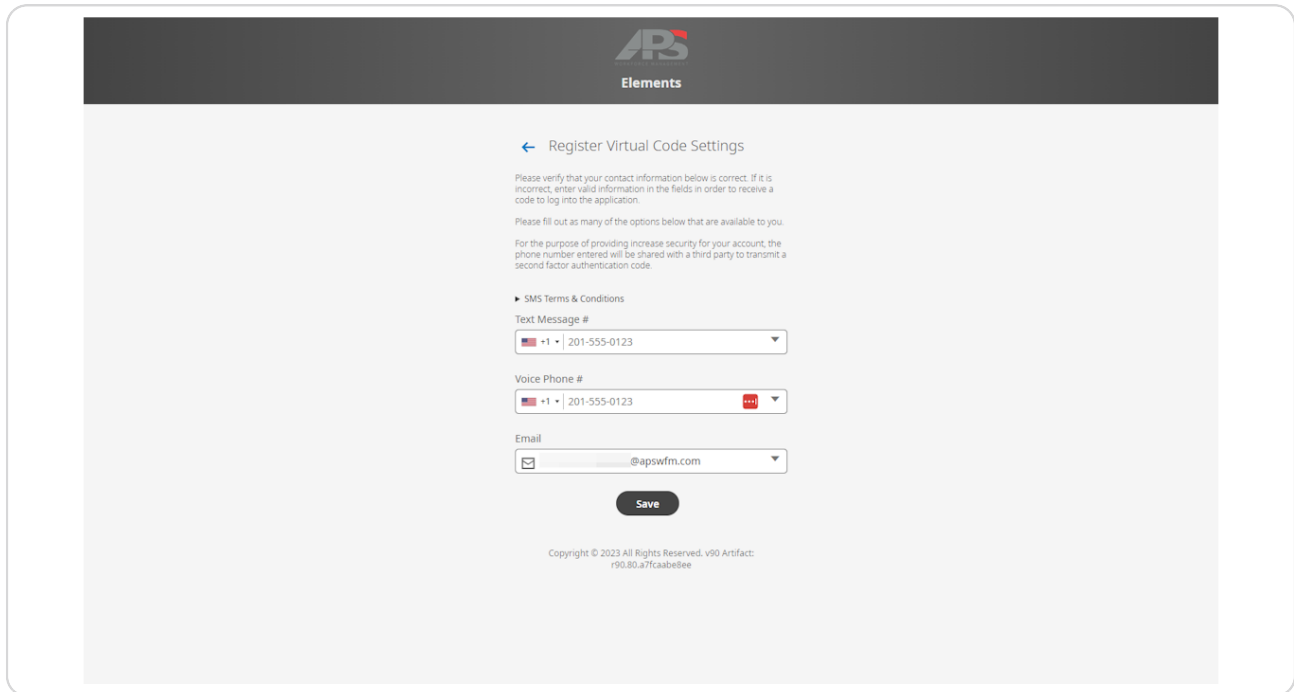
STEP 5

Enter your preferred two-factor authentication option

A dummy phone number will appear, along with the email that is on your employee profile.

Via Phone: The phone number shown is to show the format that you must use to ensure you get the phone call or text code. Enter your phone number into either the text message or call field. Verify the number is correct and click the Save button.

Email: You can use the email associated with your account, or you can add an email to the field. Verify your email information and click the Save button.

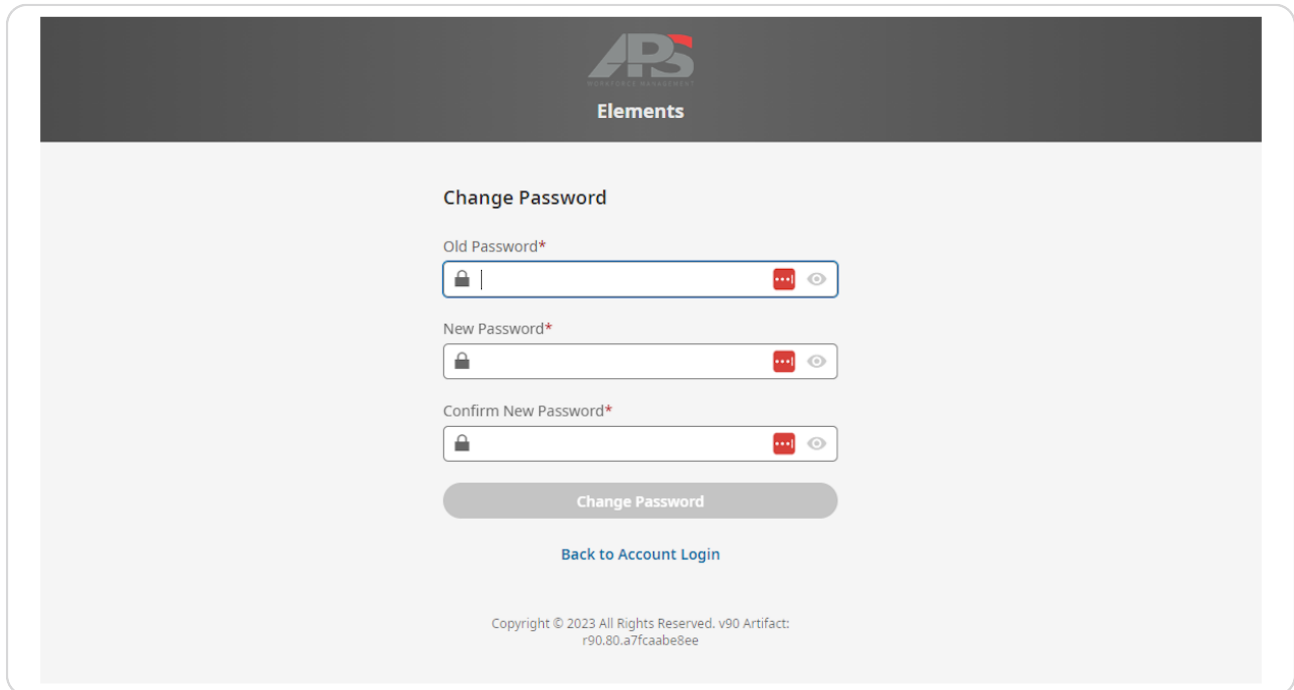


The screenshot shows the 'Register Virtual Code Settings' page in the Elements application. The page has a dark header with the 'Elements' logo. Below the header, there is a back arrow and the title 'Register Virtual Code Settings'. A warning message states: 'Please verify that your contact information below is correct. If it is incorrect, enter valid information in the fields in order to receive a code to log into the application.' Below this, it says 'Please fill out as many of the options below that are available to you.' and 'For the purpose of providing increase security for your account, the phone number entered will be shared with a third party to transmit a second factor authentication code.' There is a section for 'SMS Terms & Conditions'. The form contains three fields: 'Text Message #' with a dropdown menu showing '+1 201-555-0123', 'Voice Phone #' with a dropdown menu showing '+1 201-555-0123' and a red 'SMS' icon, and 'Email' with a dropdown menu showing '@apswfm.com'. A 'Save' button is located below the fields. At the bottom, there is a copyright notice: 'Copyright © 2023 All Rights Reserved. v90 Artifact: r90.80.a7fcaabe8e'.

STEP 6

Once you have set up your two-factor authentication option, you will need to reset your password

Follow the steps to change from your temporary password to a new password that you create. Reference the New Hire or Password Reset email to get your temporary password. The password will have to be 15 characters minimum, and contain one uppercase letter, one lower case letter, one number, and one symbol.



The screenshot shows a web interface for changing a password. At the top, there is a dark header with the 'AB' logo and the word 'Elements'. Below the header, the title 'Change Password' is centered. There are three password input fields, each with a lock icon on the left and a red 'x' and an eye icon on the right. The fields are labeled 'Old Password*', 'New Password*', and 'Confirm New Password*'. Below the fields is a grey 'Change Password' button and a blue link 'Back to Account Login'. At the bottom, there is a copyright notice: 'Copyright © 2023 All Rights Reserved. v90 Artifact: r90.80.a7fcaabe8ee'.

