



Getting Started with 247Toolset

Logging In



Note:

You will see 247Toolset's graphics to demonstrate the Logging In process, but the steps are exactly the same for every portal.



Logging In



Click "Login" at the top right of the home page



Logging In

A screenshot of the 24/7 TOOLSET login page. The page has a yellow background with a white rounded rectangle containing the login form. At the top left of the page is the 24/7 TOOLSET logo with the tagline 'DISCOVER. CONNECT. ENGAGE.'. Below the logo, the word 'Login' is written in blue. In the center of the form, there is a button with the text 'Not sure how to login? [Click here](#)'. Below this button are two input fields: 'Username:' and 'Password:'. Below the password field is a 'Login' button. At the bottom of the form, there is a link that says 'Want to create a profile? [Do it now!](#)'. At the very bottom of the page, there is a link that says '[24/7Toolset Home Page](#)'.

Click "Not sure how to login"



Logging In

A screenshot of the 24/7 TOOLSET login page. The page has a yellow background. At the top left is the 24/7 TOOLSET logo with the tagline 'DISCOVER. CONNECT. ENGAGE.'. At the top right is a 'Login' link. Below the logo is a white rounded rectangle containing the login instructions. The text 'Login Instructions' is in blue. Below it is the text 'Enter Your Email:' followed by a white text input field with an orange border. Below the input field is a button labeled 'Send Login Instructions'. To the right of the button is the text 'Or, cancel changes and [return to previous page](#)'. At the bottom left of the white box is a link '[24/7Toolset Home Page](#)'. At the bottom right of the white box is a link '[Click here to Login / Register](#)'.

Enter your email address and click "Send Login Instructions"



Logging In



247Toolset Registration

Your email address has been provided to 247Toolset as the email address of a new user. If that's true, and you would like to activate your account, please visit the following link:

[Click here to continue.](#)

You'll either receive an email that prompts you to click a link, as above, or you'll receive an email with your username and password so that you can login.



Logging In

A screenshot of the 24/7 Toolset web application interface. The page title is "My 247Toolset Profile". The user is logged in as "Hi Brett! - My Dashboard (Logout)". The page contains several tabs: "Documents and Pictures", "People and Organizations", "Notes", "Fundraising", "Settings", "My Profile", "Dashboard", "Communication", "Projects and Job Orders", and "Events". Below the tabs, there is a message: "Please use the tabs below to complete your profile." and a row of sub-tabs: "4. Attributes", "5. Picture of Me", "6. References", "Overview", "1. Contact", "2. About Me", and "3. Résumé". The "Login Information" section is visible, with a "Username:" field and a "Set Your Password:" field. The password field is highlighted with a red border. Below this is the "Personal Information" section, with "First Name:" (Brett) and "Last Name:" (Rogers) fields.

Once you enter the **My Profile** module on the web site, you'll be prompted to supply a password, if you haven't previously.