

## Resetting your SETS password:

### 1. How to reset your password

### 2. How to login to SETS – business as usual

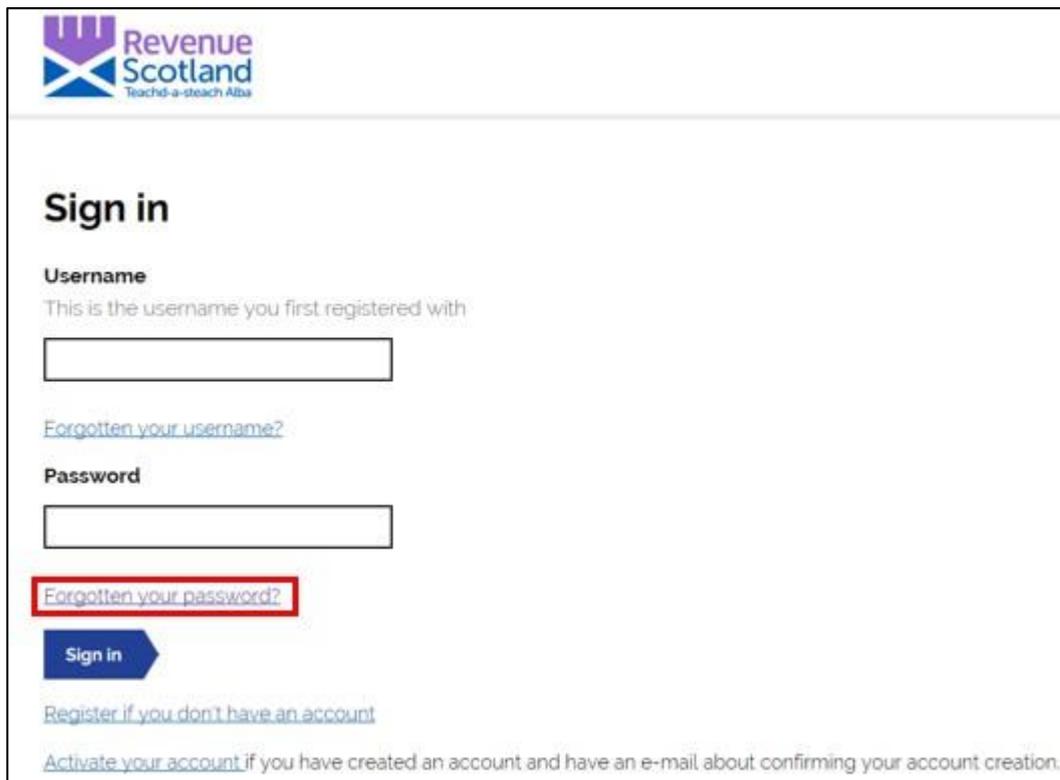
The first time you log in to the upgraded system, you will need to activate your account. This involves:

1. resetting your password, then
2. receiving an email with instructions, then
3. clicking the link in the email to re-activate your account

### 1. How to reset your password

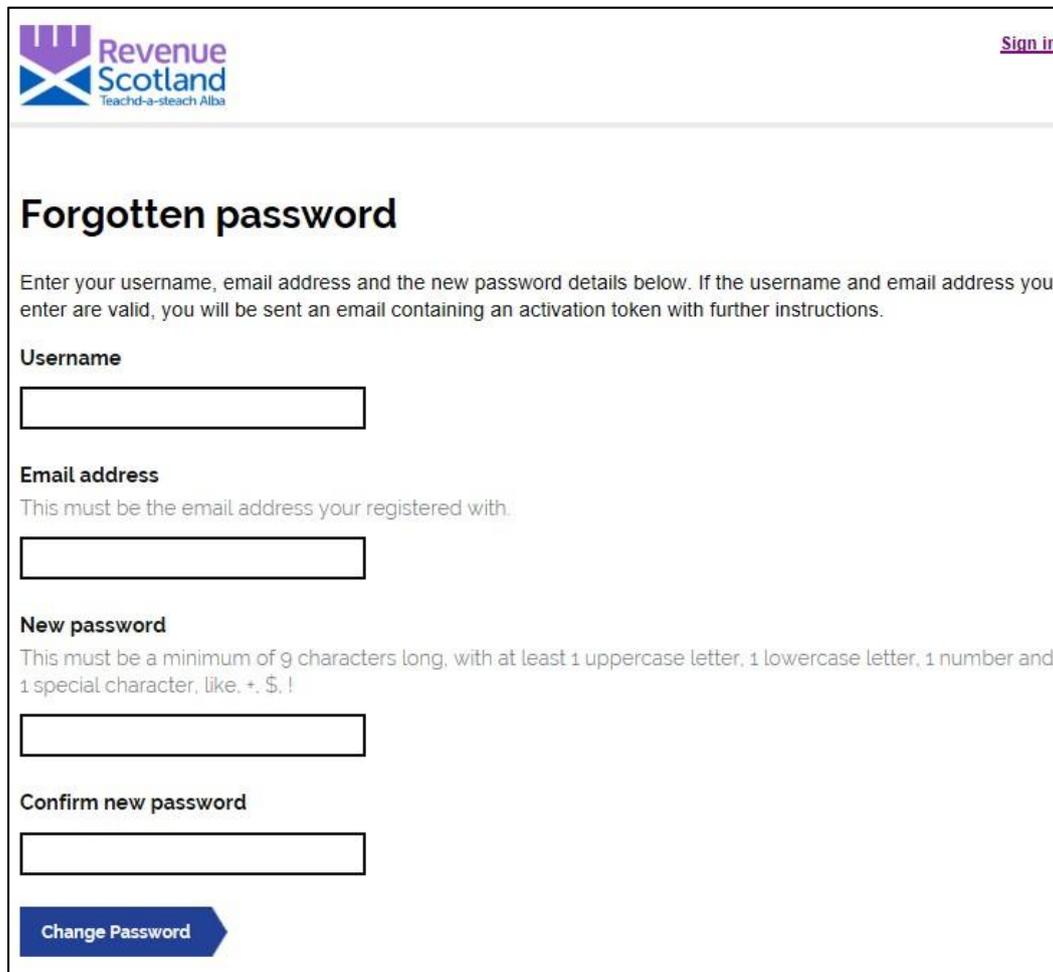
1. Reset your password

Select 'Forgotten your Password' and follow the prompts, as below.



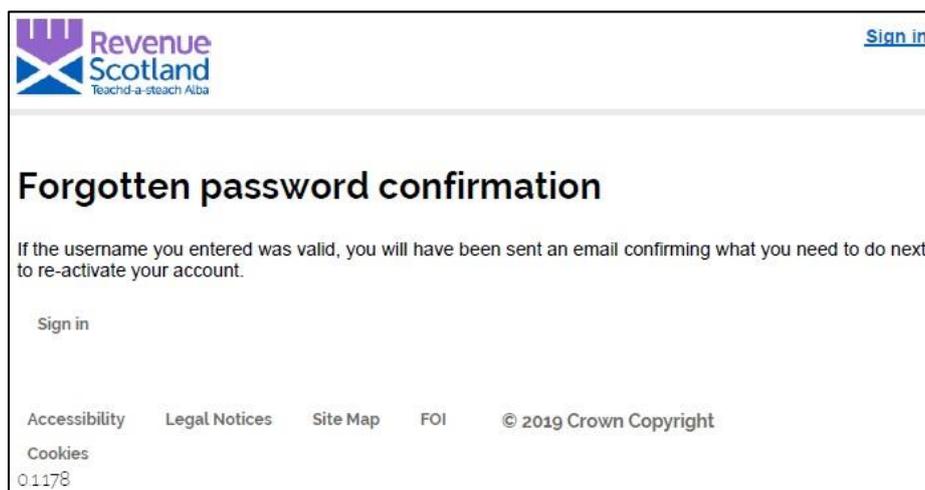
The screenshot shows the Revenue Scotland login page. At the top left is the Revenue Scotland logo with the tagline 'Teachid-a-steach Alba'. Below the logo is the heading 'Sign in'. There are two input fields: 'Username' and 'Password'. Below the 'Username' field is a link for 'Forgotten your username?'. Below the 'Password' field is a link for 'Forgotten your password?', which is highlighted with a red rectangular box. Below the links is a blue 'Sign in' button. At the bottom, there are two more links: 'Register if you don't have an account' and 'Activate your account if you have created an account and have an e-mail about confirming your account creation.'

Now enter your Username and email address. These will be the Username and email address that you **currently use to log in to SETS.**



The screenshot shows the 'Forgotten password' page on the Revenue Scotland website. At the top left is the Revenue Scotland logo with the tagline 'Teachd-a-steach Alba'. At the top right is a 'Sign in' link. The main heading is 'Forgotten password'. Below it is a paragraph explaining that users will receive an activation token via email if their details are valid. The form consists of four input fields: 'Username', 'Email address' (with a note that it must be the registered email), 'New password' (with a note about character requirements: minimum 9 characters, including 1 uppercase, 1 lowercase, 1 number, and 1 special character), and 'Confirm new password'. A blue 'Change Password' button is at the bottom.

Once you have created and confirmed your new password, and pressed the 'Change Password' button you will be taken to the following screen :

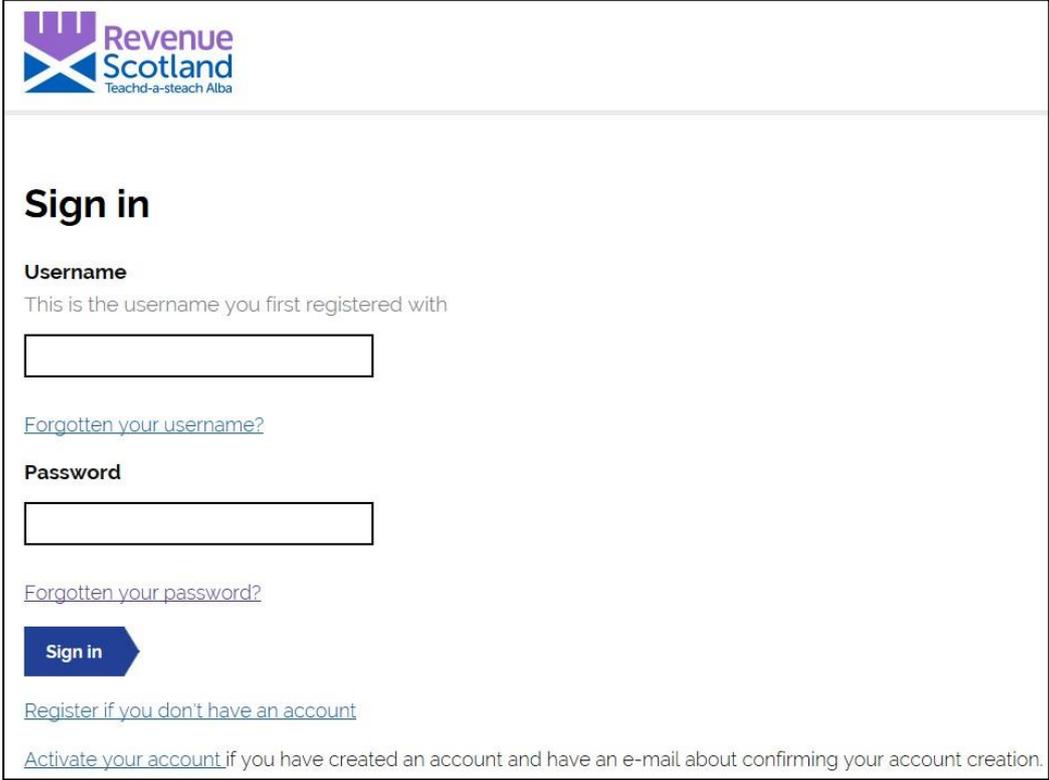


The screenshot shows the 'Forgotten password confirmation' page. It features the Revenue Scotland logo and 'Sign in' link at the top. The heading is 'Forgotten password confirmation'. A paragraph states that if the username was valid, an email confirming the next steps for re-activating the account has been sent. Below this is a 'Sign in' link. At the bottom, there are links for 'Accessibility', 'Legal Notices', 'Site Map', and 'FOI', followed by the copyright notice '© 2019 Crown Copyright'. A 'Cookies' link and the number '01178' are also present.



## 2. How to login to SETS – business as usual

Every time you log in to the system, this screen will be displayed :



**Revenue Scotland**  
Teachd-a-steach Alba

### Sign in

**Username**  
This is the username you first registered with

[Forgotten your username?](#)

**Password**

[Forgotten your password?](#)

**Sign in**

[Register if you don't have an account](#)

[Activate your account if you have created an account and have an e-mail about confirming your account creation](#)

**\*\* If this is your first time entering the new SETS, you will first have to activate your account before trying to log in to the portal. (See Step 1 'Activate your Account' above). \*\***

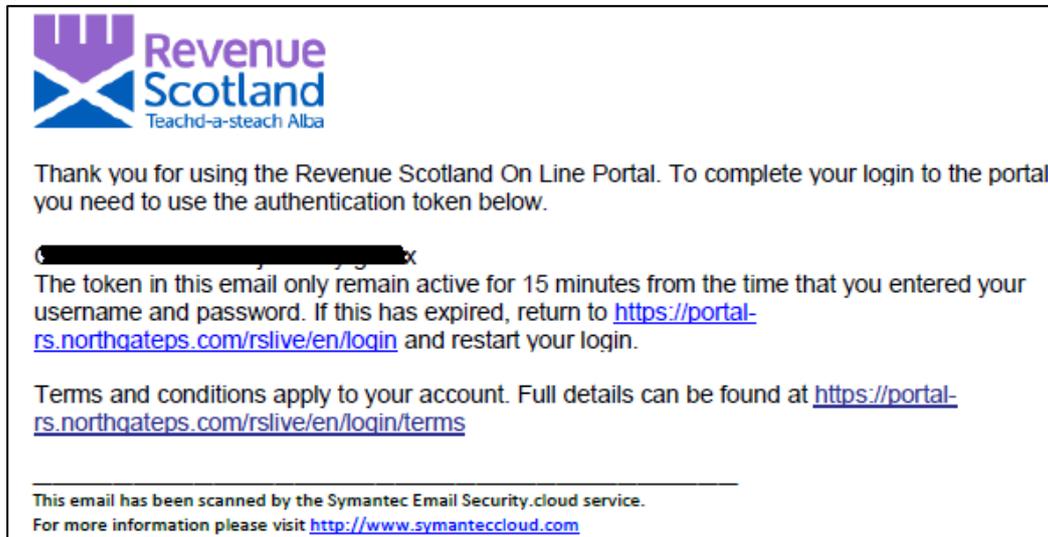
1. Enter your Username and Password, this will then generate an email with an authentication token.

Remember to use the new password that you would have reset as part of the account activation process.

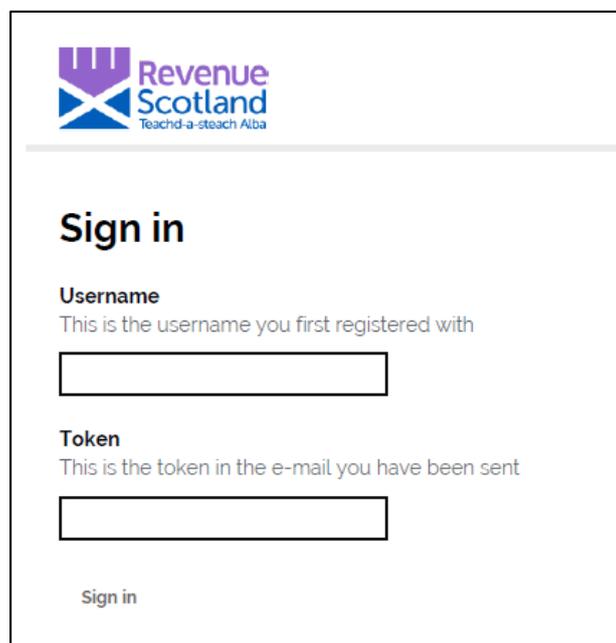
The authentication token is part of our Two Factor Authentication process - previously known as a One Time Passcode (OTP).

2. Check your Inbox for an email from Revenue Scotland with the authentication token.

The email and authentication token will look like below :



3. Return to the portal and sign in, using your Username and the newly received authentication token, as below:



The image shows a screenshot of the Revenue Scotland 'Sign in' portal. At the top left is the Revenue Scotland logo, identical to the one in the email screenshot. Below the logo is a horizontal line. The main heading is "Sign in" in a large, bold, black font. Underneath, there are two sections: "Username" with the subtext "This is the username you first registered with" and an empty text input field; and "Token" with the subtext "This is the token in the e-mail you have been sent" and another empty text input field. At the bottom of the form is a "Sign in" button.

Copy and paste the token into the 'Token' field.

**Please note:** Each time you login to your account, you will be also be required to enter an authentication token. A new token will be emailed to you each time you login.

An additional step that all users will have to complete the first time you login to SETS after resetting your password is agreeing to a set of Terms and Conditions, see below:

Users will be required to read and agree to these Terms and Conditions before proceeding into the portal. A copy of the new Terms and Conditions can be found on our [website](#).

## Terms and Conditions

In order to proceed you must read and accept the terms and conditions.

I confirm that I have read and understood the [terms & conditions](#)

[Confirm](#)

Tick the box and then click Confirm. This will then take you into the portal.