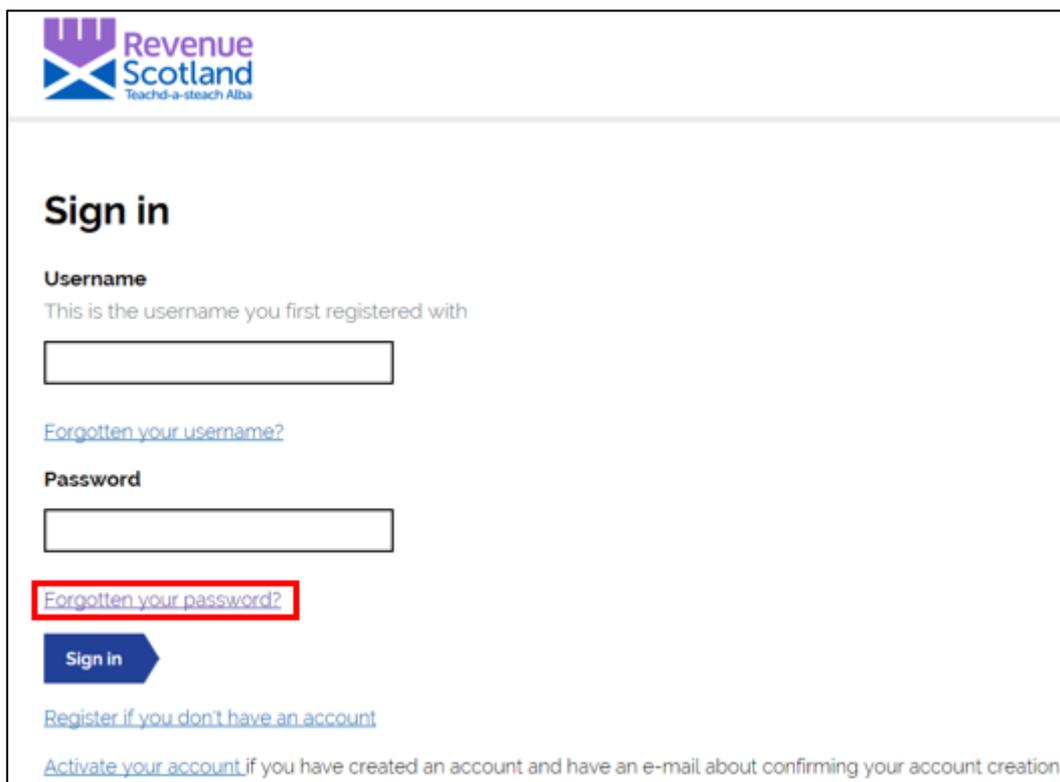


## How to reset your password on day one

1. The first time you log in to the upgraded system, you will need to reset your password.

To reset your password, select 'Forgotten your password' and follow the prompts, see below.

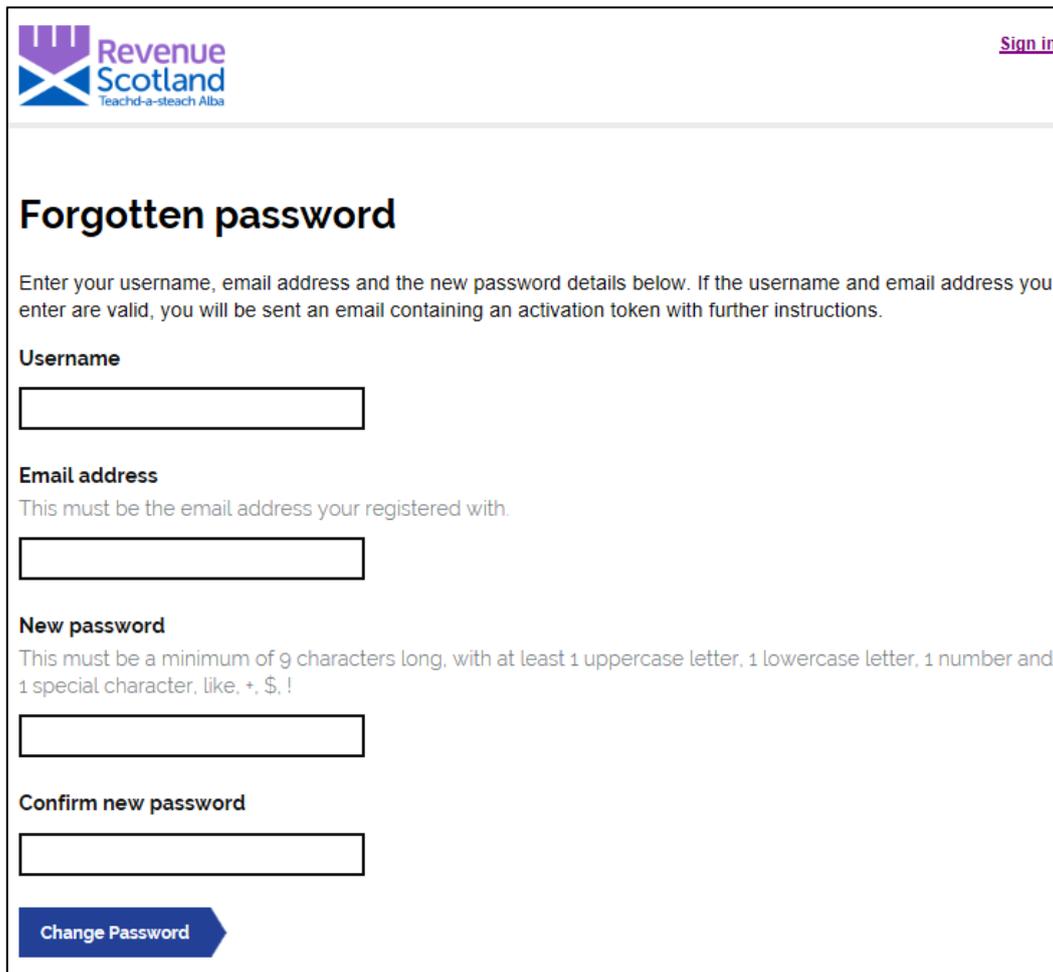
If you try to log in to the upgraded system with your existing Username and Password, you will be asked to reset your password.



The screenshot shows the Revenue Scotland login page. At the top left is the Revenue Scotland logo with the tagline 'Teach-a-teach Alba'. Below the logo is the heading 'Sign in'. Underneath, there is a 'Username' section with the text 'This is the username you first registered with' and an empty input field. Below the input field is a blue link 'Forgotten your username?'. The next section is 'Password' with an empty input field. Below the password field is a red-bordered box containing the blue link 'Forgotten your password?'. Below this box is a blue button with a white arrow pointing right and the text 'Sign in'. At the bottom, there are two more blue 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.'

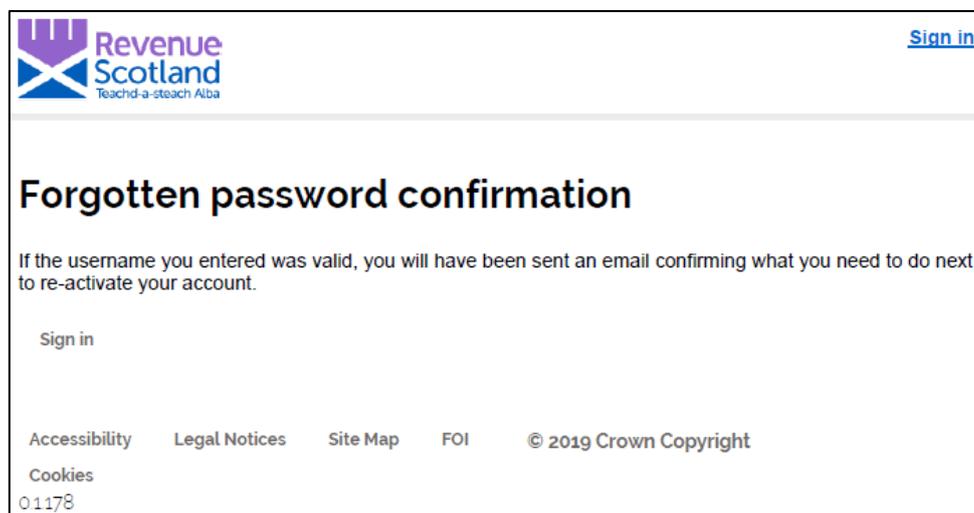
For users who have forgotten/lost their Usernames or unsure as to what email address is associated with their account, contact the Support desk for help.

2. You will be asked to put in your Username and email address. These will be the Username and email address that you **currently use to log in to SETS.**



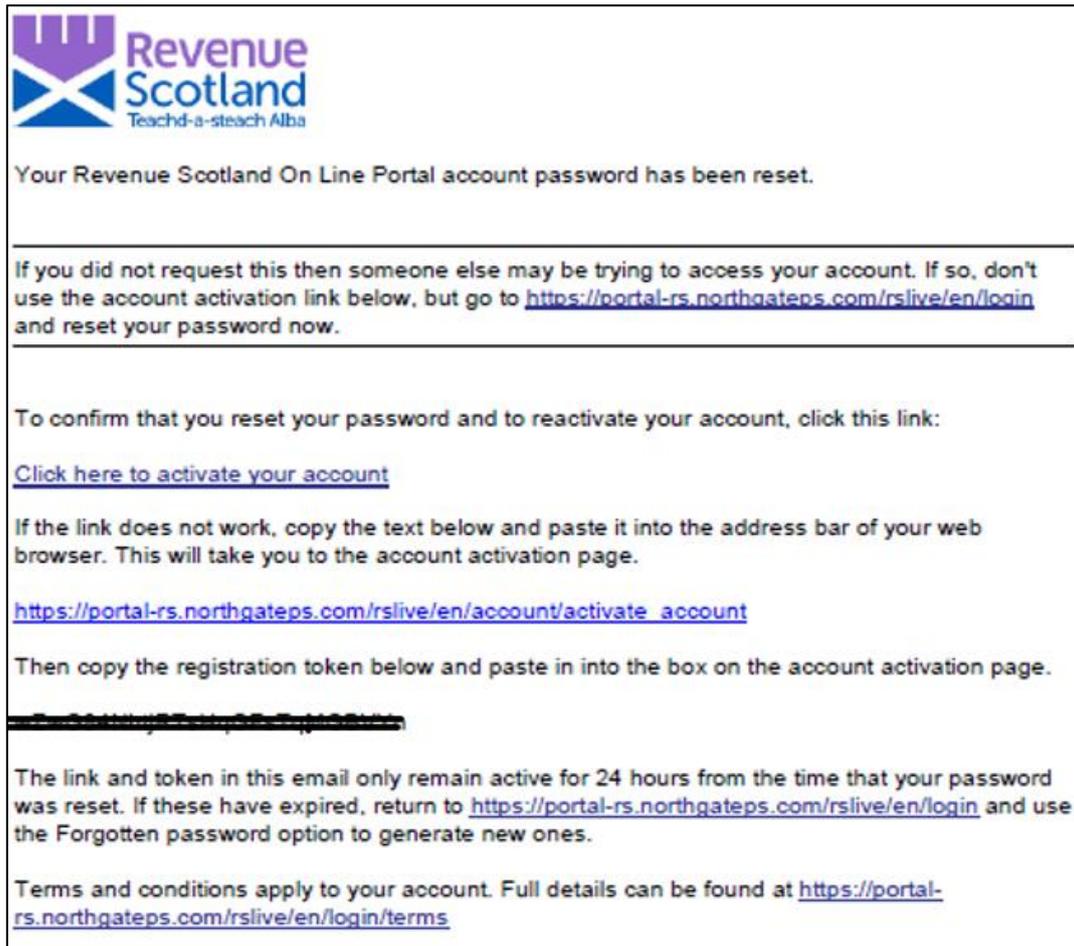
The screenshot shows the Revenue Scotland website's 'Forgotten password' page. At the top left is the Revenue Scotland logo with the tagline 'Teachd-a-steach Alba'. At the top right is a 'Sign in' link. The main heading is 'Forgotten password'. Below this is an instruction: 'Enter your username, email address and the new password details below. If the username and email address you enter are valid, you will be sent an email containing an activation token with further instructions.' The form consists of four input fields: 'Username', 'Email address', 'New password', and 'Confirm new password'. The 'Email address' field has a note: 'This must be the email address your registered with.' The 'New password' field has a note: 'This must be a minimum of 9 characters long, with at least 1 uppercase letter, 1 lowercase letter, 1 number and 1 special character, like +, \$, !'. At the bottom of the form is a blue button labeled 'Change Password'.

3. 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 Revenue Scotland website's 'Forgotten password confirmation' page. 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 confirmation'. Below this is an instruction: 'If the username you entered was valid, you will have been sent an email confirming what you need to do next to re-activate your account.' Below the instruction is a 'Sign in' link. At the bottom of the page are several links: 'Accessibility', 'Legal Notices', 'Site Map', 'FOI', and '© 2019 Crown Copyright'. At the very bottom left is the text 'Cookies' and '01178'.

4. You will then receive the following email:



5. You'll be asked to click the link in the email to activate your account. If this doesn't work you can copy and paste the link. When copying and pasting the link, you would be asked for the registration token. You can copy and paste the token into the "Token" field.

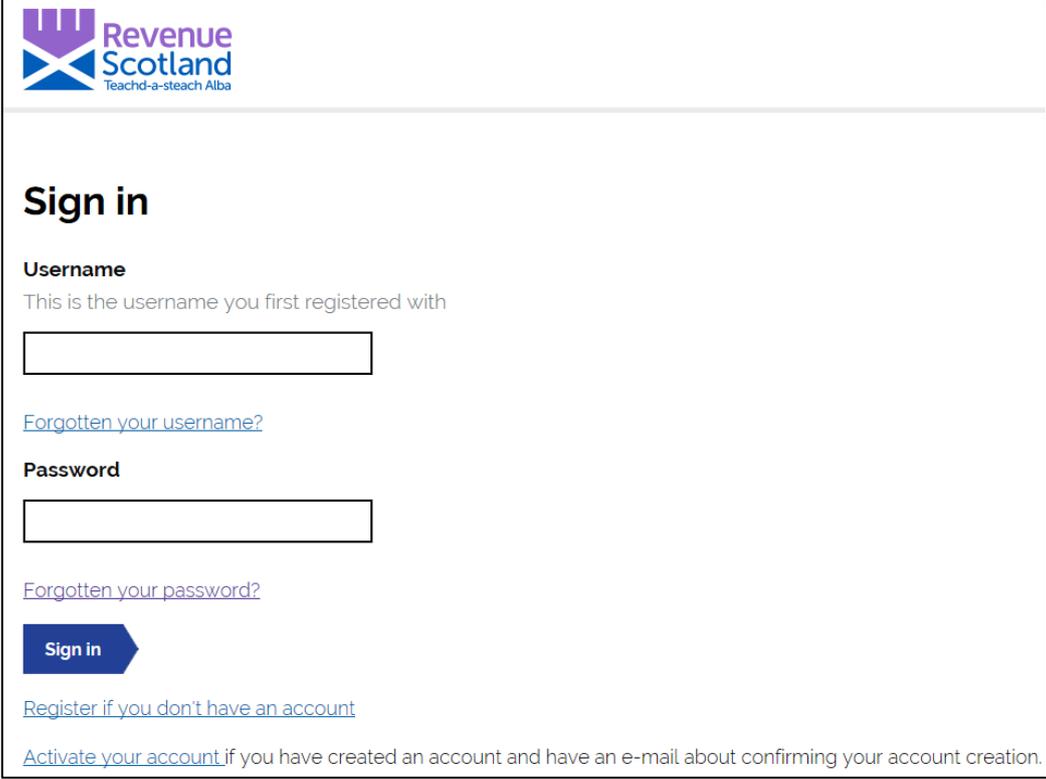
6. Once your registration is complete you will see the following notice:



**Please Note:** If a user disregards this email and tries to continue with the login without using either of the links by trying to login again on the portal, they will be asked for a registration token code.

## How to login to SETS – business as usual

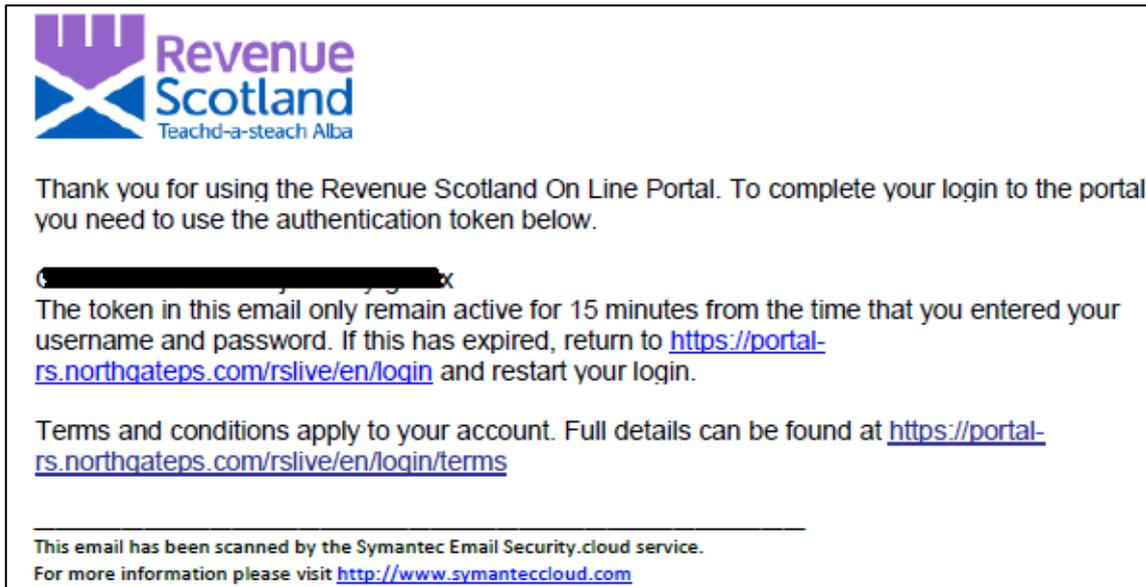
1. When you log in to the system (on day one - after resetting your password), you will see the screen below :



The screenshot shows the Revenue Scotland login interface. At the top left is the Revenue Scotland logo, which includes a stylized purple and blue shield with a white saltire, and the text "Revenue Scotland" and "Teachd-a-steach Alba" below it. The main heading is "Sign in". Below this, there is a "Username" section with the instruction "This is the username you first registered with" and an empty text input field. A blue link "Forgotten your username?" is positioned below the input field. The "Password" section follows, with an empty password input field and a blue link "Forgotten your password?" below it. A blue button with a white arrow pointing right and the text "Sign in" is located below the password field. At the bottom, there are two blue 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."

When you enter the system for the first time after resetting your password, you will have to enter your username and new password.

2. Once you do this, you will receive an email as part of our 2 factor authentication process. It will look like below :



3. You can then return to the portal, where you will see this page :

 Revenue Scotland  
Teachd-a-steach Alba

## Sign in

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

**Token**  
This is the token in the e-mail you have been sent

Sign in

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

**Please note:** Each time you log into your account, you will be required to enter your username and password, followed by a one-time passcode that will be emailed to your email address.

5. **Please note:** On Day One all users will be shown a new Terms and Conditions screen.

Users will be required to read and agree to these conditions before proceeding to the dashboard.

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](#)