

Credentials and Login

In these instructions, we go through how to log into the Fasplat system and what to do if you forgot your password or didn't manage to log in within the given time (within 14 days from the date you received the invitation).

1

By now you should have received an email message from the address noreply@fasplat.fi. Subject: You have been invited to Fasplat. Check the spam folder if the message is not in the Inbox folder.

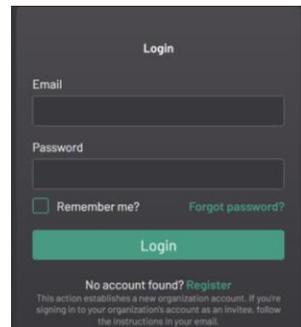
The message contains:

- The organization in which you have been invited.
- The instructions on how to set a password.
- The username, which is the email address for which your username was created.

There is also a link where you can change your password or create a new password if the given time period has already expired.

2

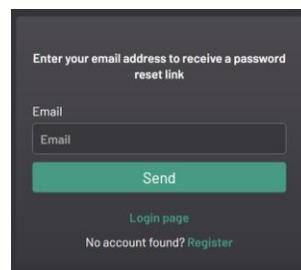
Click on the first link (Set new password), which opens web page where you can set the password you want for the username in question.



The screenshot shows a dark-themed login form. At the top, it says "Login". Below that are two input fields: "Email" and "Password". There is a checkbox for "Remember me?" and a link for "Forgot password?". A green "Login" button is at the bottom. Below the button, there is a "No account found? Register" link and a small note: "This action establishes a new organization account. If you're signing in to your organization's account as an invitee, follow the instructions in your email."

3

Click the "Set" button, and now you have successfully set your password. The login link also contains a direct link to "Forgot password?" where you can reset your password.



The screenshot shows a dark-themed password reset form. At the top, it says "Enter your email address to receive a password reset link". Below that is an "Email" input field. A green "Send" button is at the bottom. Below the button, there is a "Login page" link and a "No account found? Register" link.

In addition, there is a link to register. However, this does not apply to you, as it is intended for new organizations that want to log in to Fasplat

Commenting in Workshops

6

After entering your email address and the password you just created, click the "Login" button.

The Fasplat system opens in front of you with a menu on the left side. Here, you will find the home page (Dashboard), which will be empty if no workshops have been held in your organization yet.

In the Modules section, you can find the modules you will be doing (or are currently doing).

However, in this initial step, if the facilitator has not yet opened the module for you, the module section will still be empty.

So don't worry! You will receive another email once the workshop (module) has started.

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If you forgot your password or didn't log in within the given time, you can find a link to reset your password in the email you received earlier.

<https://app.fasplat.fi/forgotpassword>

Either by clicking on it or by visiting the address <https://app.fasplat.fi> you will find a login page.

From there, you can click on the "Forgot password?" link directly.