

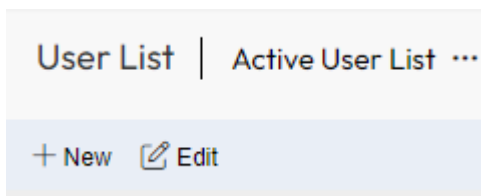
SD – Brevity Login Instructions for New Employee

Creating a new login for brevity for new employees is to be completed by Executive Assistant & Human Recourses during onboarding process.

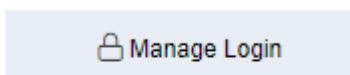
1. Click on **Employee** tab



2. Click on the **New** tab



3. From the employee screen for the new employee, select **Manage Login** tab on top right corner



4. Complete the following table

Username*	<input type="text"/>
Password (change if required)	<input type="password"/>
Confirm Password	<input type="password"/>
Role*	Support Worker Apps Only ▼
Assign Branch and Team*	<input checked="" type="checkbox"/> Headway Gippsland Inc. <input checked="" type="checkbox"/> Headway Gippsland <input type="checkbox"/> Support Coordinators
	<input type="button" value="Save"/>
Company Code*	headwaygippsland

- a. Enter username (first initial. Surname e.g. d.smith)
- b. Password: use any password
- c. Confirm Password:
- d. Role for LSO's is "Support Worker Apps only"
- e. Branch defaults to Headway Gippsland.
- f. Company code remains constant as "headwaygippsland"
- g. Click **Save**.

5. Confirm details are correct, by checking on the following

For LSO's got to <https://mobileweb.brevity.com.au/>

For SC's Therapist Portal <https://portal.brevity.com.au/>

6. Inform new employee of login details for brevity