



## Accessing Your Working Account

To protect your Belbin data, and control who can access it, you will be prompted by the system to reset your own **“Working Account HOLDER Password”**. This is a new password created by you, not the **“Working Account Password”** that is our main system reference.

**STEP 1** – Click the check progress link in the email you received to access the Belbin online system and then accept the Terms and Conditions.

**STEP 2** – Hit the “RESET” button, an email is then sent to the email address for that account, click through from the link provided, and create a NEW “Working Account HOLDER Password” for your access (not the starting / existing Account Password).

**BELBIN®**

**Belbin Overview Page**

 Edit message to individuals

 Print-friendly version

 Remind all individuals and observers

Sorry, this link is not valid. Please request another reset using the button below.

**Don't worry, you're in the right place.**

We now need you to use a password to access this page. Please click the 'Reset' button below and it working account holder by email.

Reset

**BELBIN®**

**Belbin Overview Page**

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 Remind all individuals and observers

Please enter and repeat your new password below

Password:

Password:

Submit

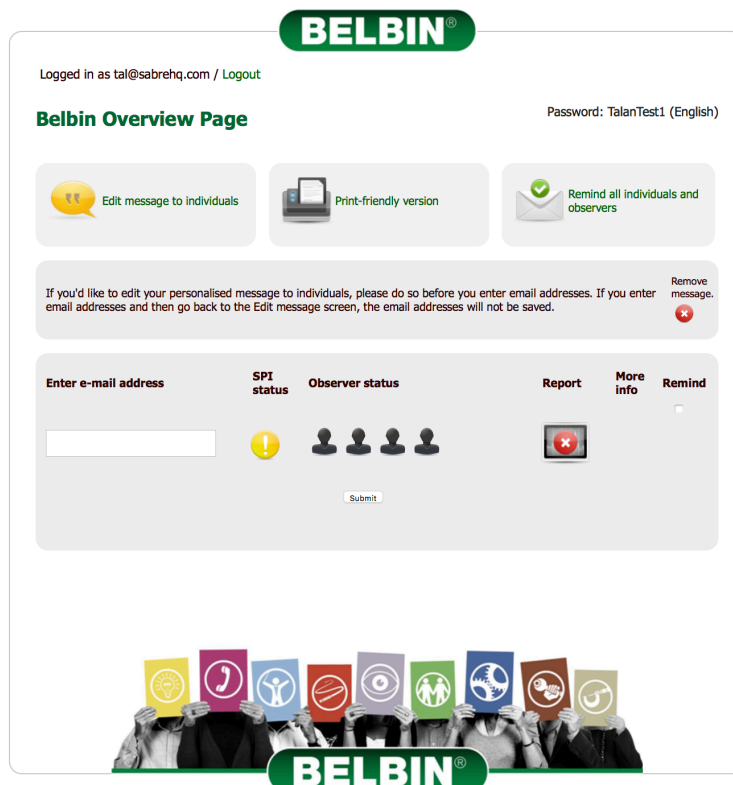
The strength of your password determines the security of your data. Please choose a strong password, including upper and lower case characters, numbers and symbols. Please do not use the password that you use for other systems.

**STEP 3** – Now login using the Email Address used for that working account / of the owner of the working account and the ‘NEW’ password that you have just created.



The screenshot shows the 'Belbin Overview Page' with a green 'BELBIN' logo at the top. Below the logo are three buttons: 'Edit message to individuals', 'Print-friendly version', and 'Remind all individuals and observers'. A message states: 'Logging into: <https://e-belbin.com/do/viewaccount.asp?fid=100&vid=HQLV22CMKD>'. Below this is a green checkmark icon and the text: 'Thanks! Now please log in with your new password. E-mail address: [input field] Password: [input field]'. At the bottom, there is a link for 'Forgotten login details?' and a 'Submit' button.

*You should now be in the main ‘hub’ page for your account and able to enter the emails for the people that you wish to profile.*



The screenshot shows the 'Belbin Overview Page' main hub. At the top, it says 'Logged in as tal@sabrehq.com / Logout' and 'Password: TalanTest1 (English)'. Below the 'BELBIN' logo are three buttons: 'Edit message to individuals', 'Print-friendly version', and 'Remind all individuals and observers'. A message states: 'If you'd like to edit your personalised message to individuals, please do so before you enter email addresses. If you enter email addresses and then go back to the Edit message screen, the email addresses will not be saved. Remove message.' Below this is a table with columns: 'Enter e-mail address', 'SPI status', 'Observer status', 'Report', 'More info', and 'Remind'. The 'Enter e-mail address' column has an input field. The 'SPI status' column has a yellow warning icon. The 'Observer status' column has four person icons. The 'Report' column has a red 'X' icon. The 'More info' column has a link. The 'Remind' column has a checkbox. At the bottom, there is a 'Submit' button and a row of icons representing different Belbin profiles.

If you have any questions please contact us:

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