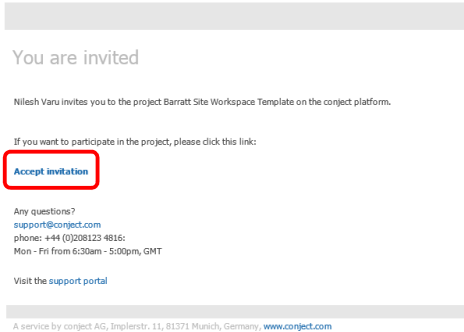


Drawing Portal – Getting Started and Finding Help

Logging In

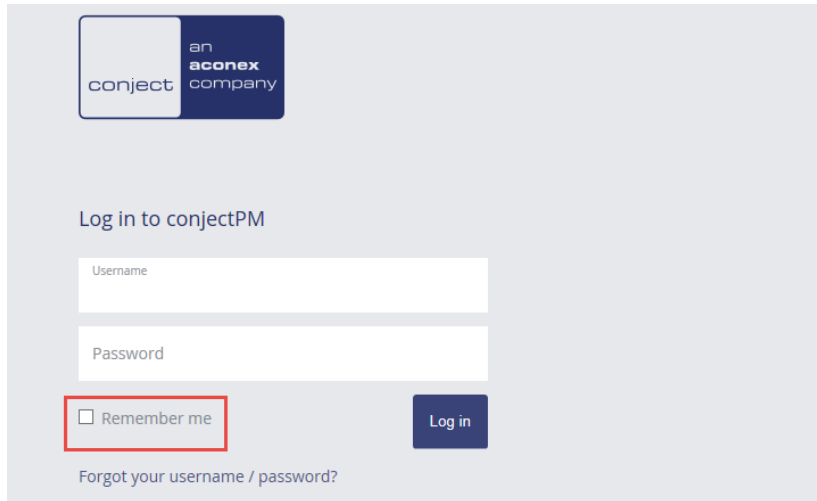
You will be sent an invite from your site administrator which will look similar to this:



Click on the *Accept Invitation* button.

Setting up your login details

Once you have clicked on the *Accept Invitation* button, you will need to register for an account. To do this, click on the *Register* button on the home page and complete the registration details. Thereafter, when you go to the Portal home page it will look like this:



Enter your login details and press the blue Login button.

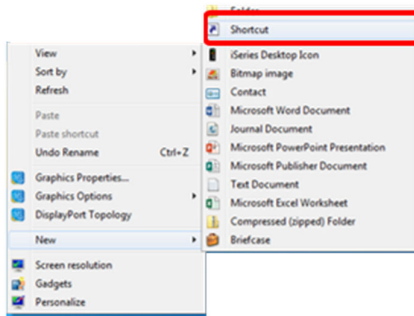
Note: if you select the Remember me option shown above, your details will automatically be filled in when you log in on the same computer.

Desktop Shortcut

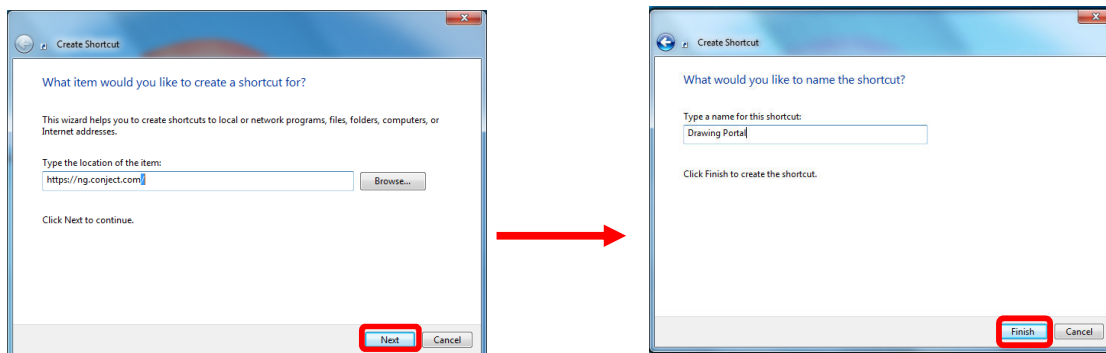
For ease of use you can create a shortcut on your desktop to this site. Copy the web-address: <https://ng.conject.com>



On your computer desktop, right click and choose *New* and then *Shortcut*:



On the box that appears paste the web address by right-clicking or pressing **CTRL+V**



Press *Next* then *Finish*

Give your shortcut a name (such as *Drawing Portal*)

Now when you click on this link, it will take you straight to this website.

Note: if you forget your password, select the Forgot Your Username/ Password link on the home page to reset.

Resource for Assistance

For support please contact the IT Service Desk:

For How To Questions:

gaenor.aitken@barrattplc.co.uk