Suffolk County Council

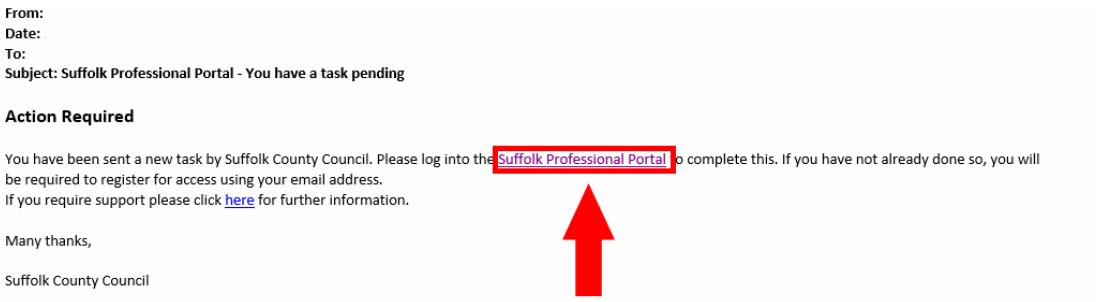
Professional portal user guide

Contents

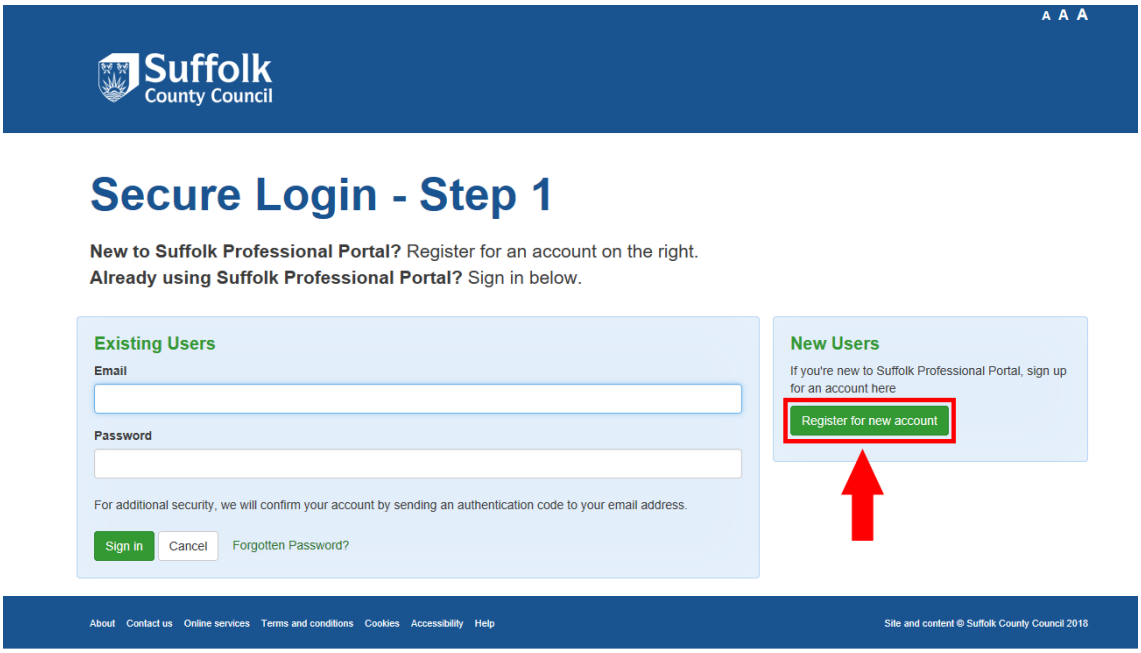
First registration 2
Existing user login 5
Forgotten password 6

First registration

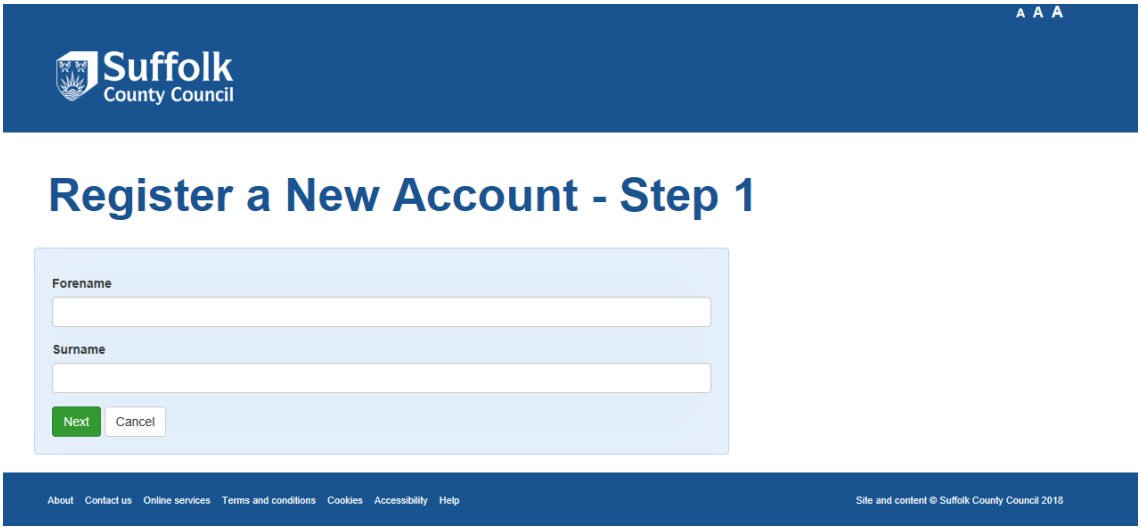
You will be sent an email with a link in to register. This will take you to the registration form



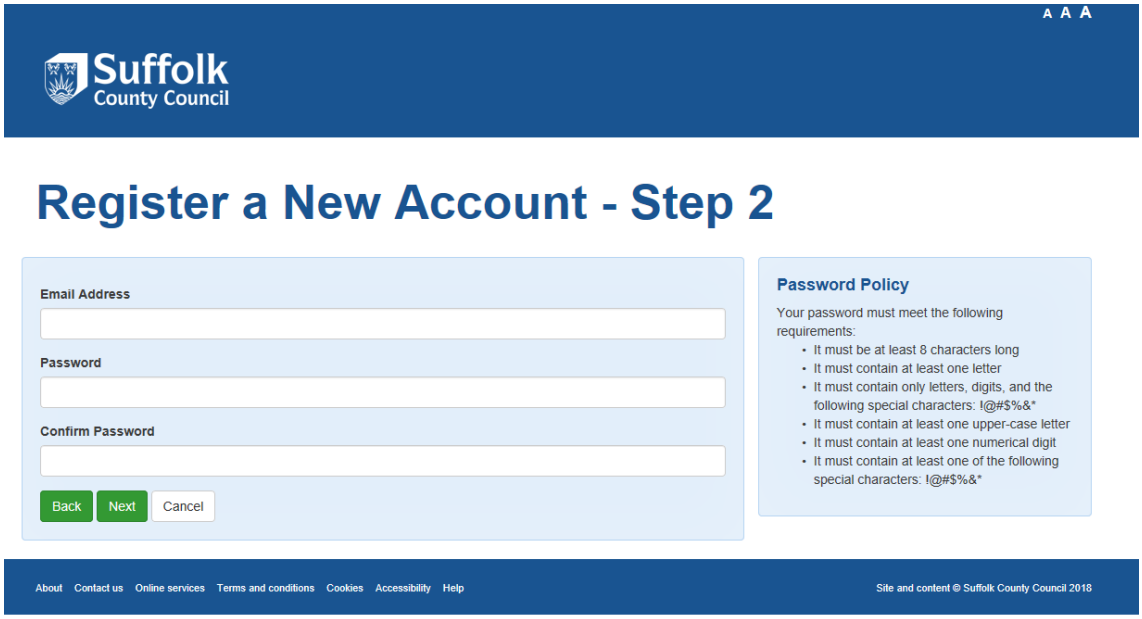
Select the ***"Register for new account"*** button



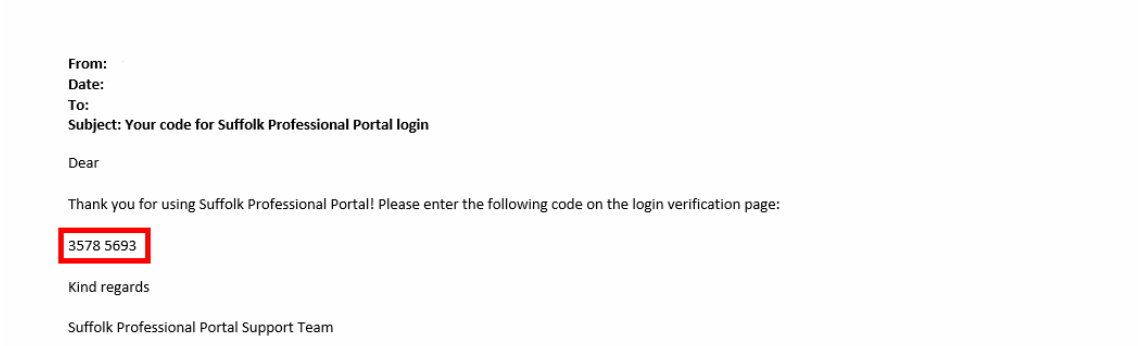
Fill in your first name and surname, then select "***Next***"



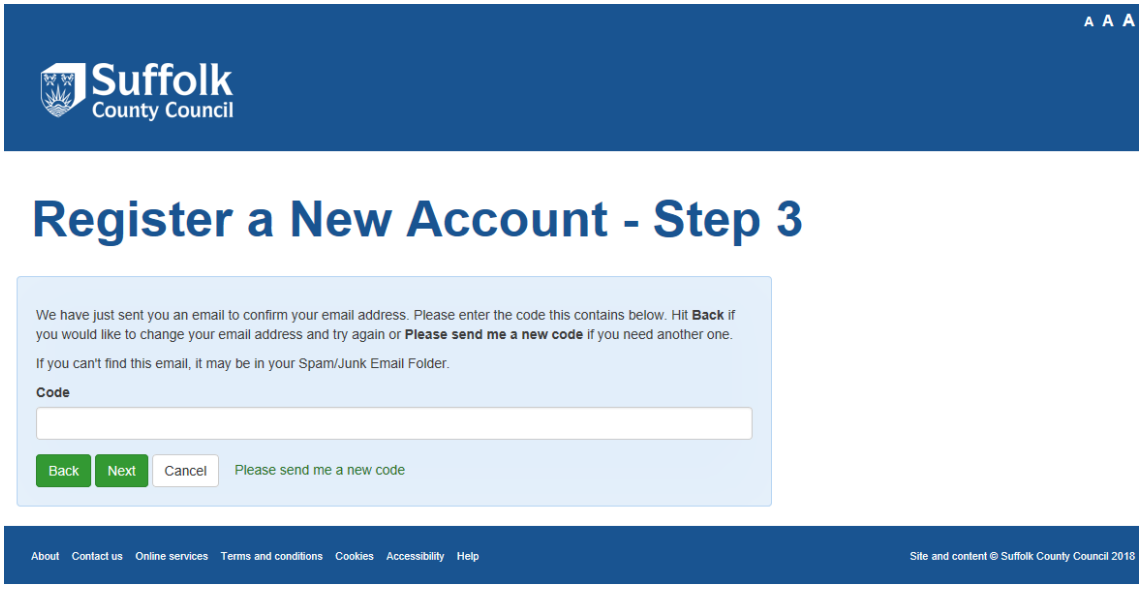
Type your email address and a password, make sure the password meets the password policy.
Then select ***"Next"***



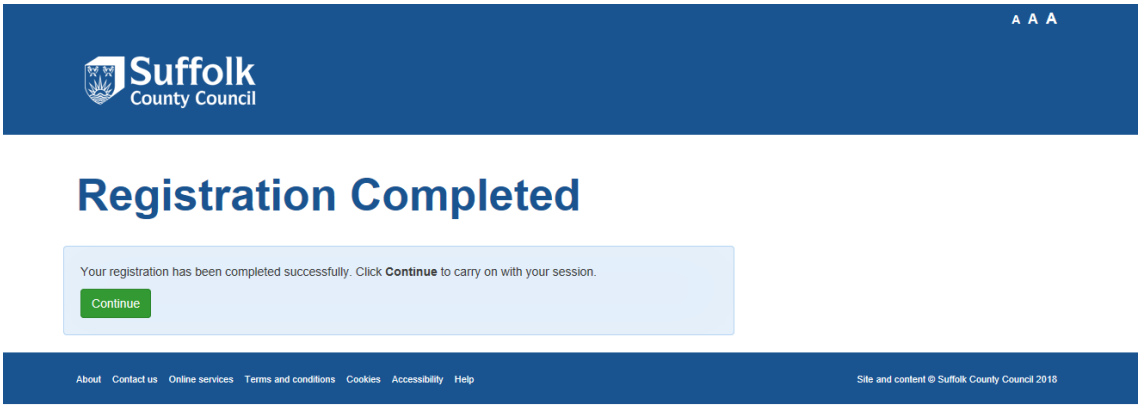
You will be sent an email with a code



Copy and paste this code in the box provided

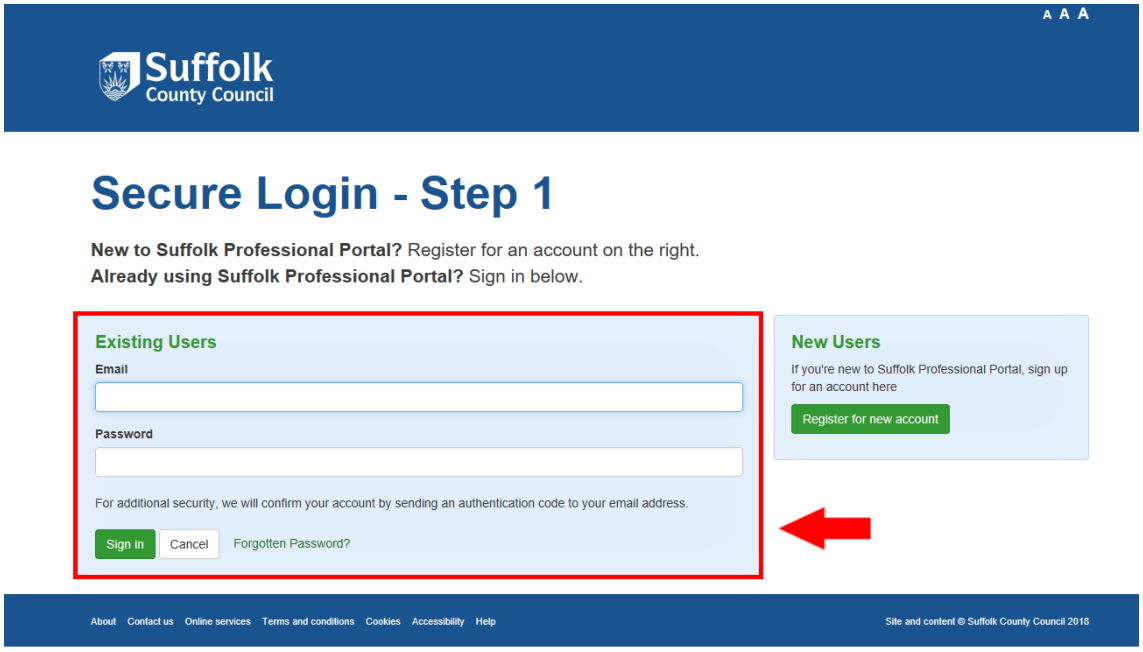


You are now a registered user

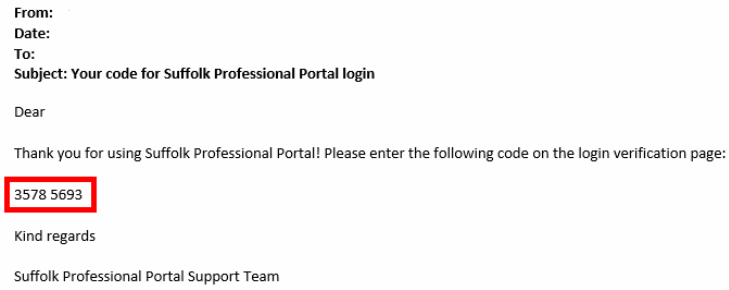


Existing user login

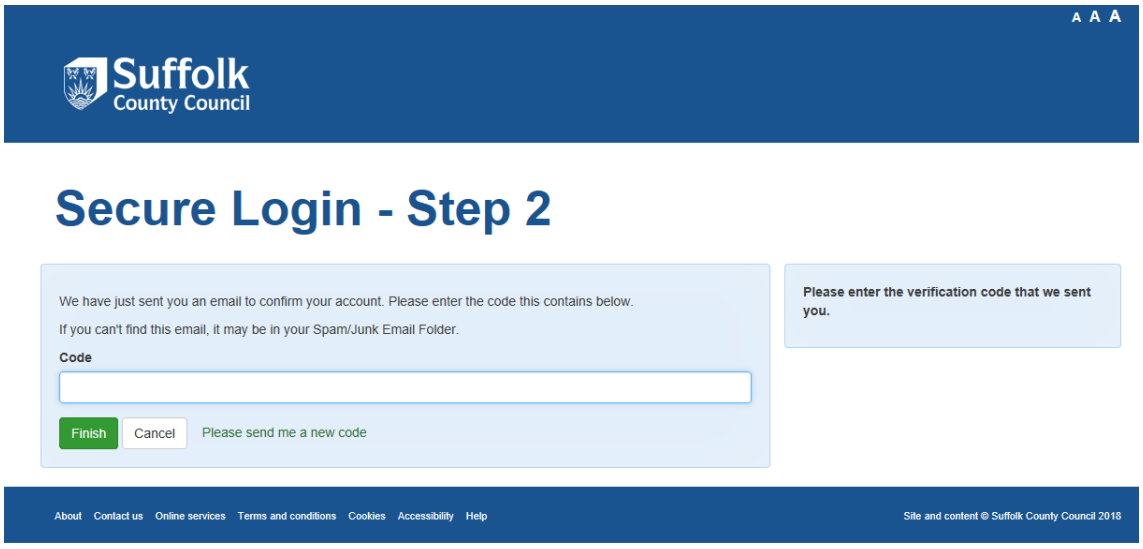
If you already have a portal account type your email and password into the existing user section and select ***"Sign in"***



You will be sent an email with a code

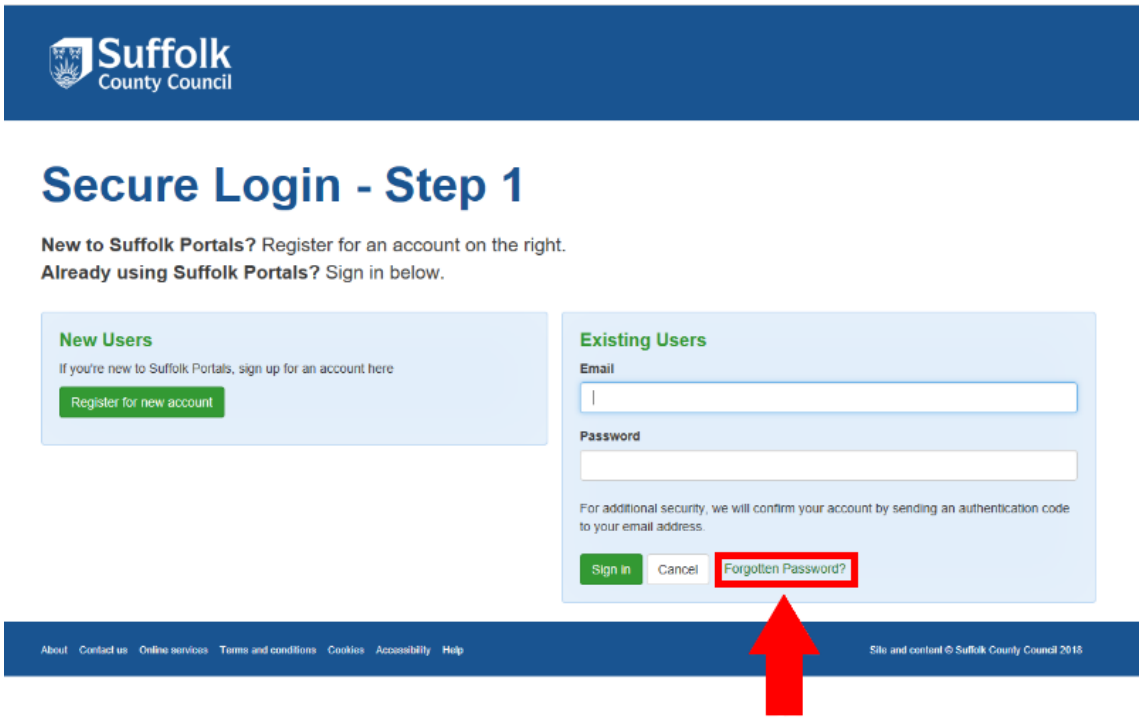


Copy and paste this code in the box provided and select ***"Finish"***

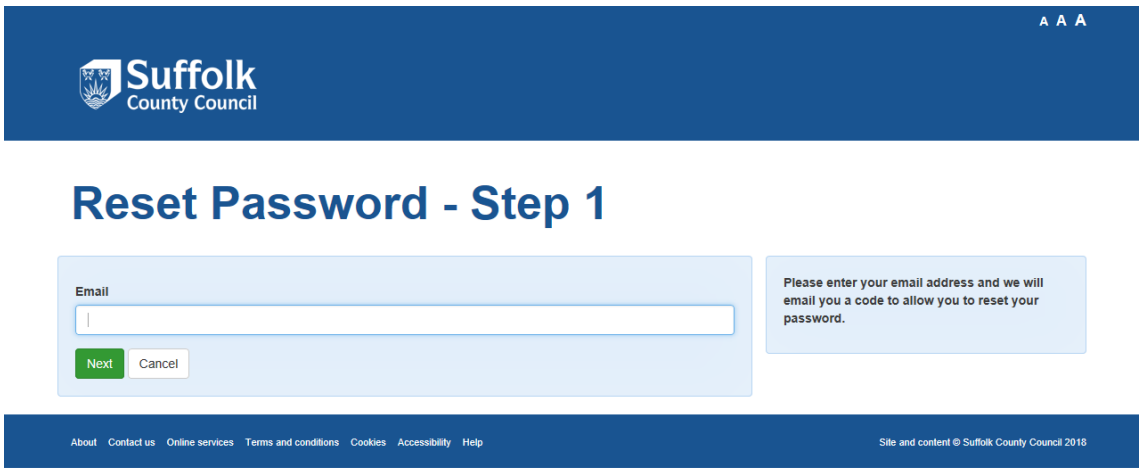


Forgotten password

Select ***"Forgotten Password"***



Type in your email address



You will be sent an email with a code

From:
Date:
To:
Subject: Your code for Suffolk Professional Portal login

Dear

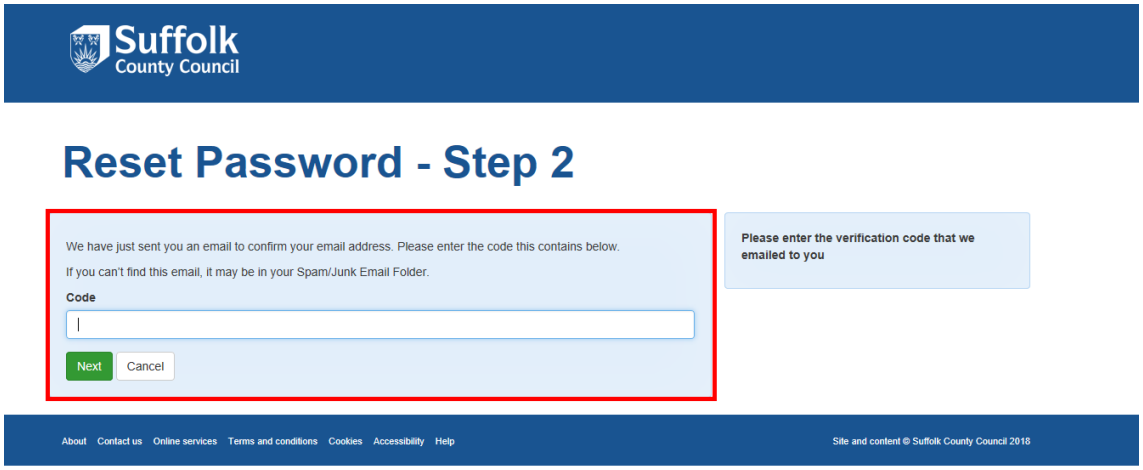
Thank you for using Suffolk Professional Portal! Please enter the following code on the login verification page:

3578 5693

Kind regards

Suffolk Professional Portal Support Team

Put this code in the box provided and select ***"Next"***



You will now be able to type a new password. Select ***"Finish"*** when your happy with your new password