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Overview

Use this guide to activate your user account when accessing Workforce Mobilisation Solution (WMS) for the first time, and to log into your account once set up.

Your user account must be activated before you can start using WMS. This involves setting up a password for the account.

NOTES

- If you forget your password, you can request it to be reset; if you enter the incorrect password 5 times in succession, you will be forced to reset it. Otherwise your password will remain the same (there is no expiry set on passwords for WMS).
- For any issues or questions, contact Newcrest Vendor Support on the Workforce Mobilisation Solution Newcrest web page.

Activate WMS User Account



Activate Your Account for User Profile	1	Close Fi
	The Best-Run Businesses Run SAP	
	Dear	
	An account has been created for you. To activate your account for <u>User Profile</u> , click the link below. You will be taken to a page where you will also set a password for your account.	
	Click here to activate your account-2	
	If the link above is not displayed or does not work, copy and paste the link below to the address bar of your browser.	
	https://avhucv3bn.accounts.ondemand.com/ids/activation? token=I18F9C973780DD3CD8DF6317D96FC07793116EE1B57BFD7DFED084F30CE829B47E839013911A847E5FE994256E387D4	1 <u>A05DE</u>
	Best regards, Your Identity Authentication Service Team	
	This e-mail may contain trade secrets or privileged, undisclosed, or otherwise confidential information. If you have received this e-mail in error, you are hereby notified that any review, copying, or distribution of it is strictly prohibited. Please inform us immediately and destroy the original transmittal. Thank you for your cooperation.	

Activate Your Account

An account has been created for you with SAP Cloud Platform Identity Authentication for use with User Profile. The account information we already have for you is below. To begin using your account for User Profile, set a password below. Tell Us About Yourself First Name Last Name E-Mail Set Password Re-Enter Password Cloud Platform

Activate WMS User Account

A WMS user account will be set up for each Vendor Administrator who requires access to the system. Follow the steps below to activate your account.

- 1. On creation of the account, you will receive an email notification from Newcrest.
- 2. Open the email and click the activation link to confirm access.
- 3. Set up a password for your account (minimum 8 characters).





Activate WMS User Account



5. A message displays indicating that your WMS account has been

successfully activated. Click

6. Your profile displays. You do not need to make any changes here. Click **Log Out**. You can now log into WMS as per the steps on the following page.

NOTE

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If you have any problems with activating your account, contact Newcrest Vendor Support on the Workforce Mobilisation Solution Newcrest web page.

 Thank you for registering and activating 	your account			
wered by		5	Continue	
				Log Out
Profile				
Personal Information				
First Name				
Last Name				
E-mail				
Login Name	-			
Display Name				
User ID				
Phone				
Language				
Time Zone	÷.			
			Edit	
Password				



Logging On and Off WMS



	Newcrest SCP - PROD Sub- Account	Log On E-Mail E-Mail Password Password Remember me Cog On 3 Forgot password?
New Tab +	Powered by	

Logging On and Off WMS

It is recommended you use Google Chrome to access WMS.

- 1. Open your web browser and enter https://workforcemobilisation-gdcf6a5cee.dispatcher.ap1.hana.ondemand.com/index.html?saml2idp=avhucv3bn.accounts.ondemand.com/into the address bar.
- 2. The WMS Log On page displays. Enter your email address and password.
- 3. Click Log On

NOTE

- If you have forgotten your password, click Forgot password? Refer to Reset Password (Forgot Password).
- If you enter the incorrect password 5 times in succession, the account will be disabled for 1 hour and you will receive a reset password email in your mailbox. Refer to Reset Password (Account Locked).

Logging On and Off WMS



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Actions 5 Contractor Request Contractor Pool	9 Statistics Placeholder
Contractors Bulk Upload	

- 4. The Workforce Mobilisation Solution home page displays with the available vendor functions.
- 5. Click to view or fulfil a contractor request.
- 6. Click to edit an existing contractor profile, or to create a new one (individual).
- 7. Click to create contractor profiles via a bulk upload.



9. To log off WMS, click and select Logout from the dropdown. You can log off from any screen.

TIPS

- At any time you can return to the home page from another screen by clicking 🙆. You can also click Navigate Back 🕻 where available, to return to the previous screen.
- If you exceed 15 minutes of inactivity, you will automatically be logged out of WMS. A warning message will display after 12 minutes asking you to confirm you wish to stay logged on.

NOTE

For all other issues or questions, including forgotten logon details, contact Newcrest Vendor Support on the Workforce Mobilisation Solution Newcrest web page.

Reset Password (Forgot Password)



	Log On		Reset Password (Forgot Pass
NEWCREST Manage Lands	E-Mail	Forgot My Password	 On the Log On screen, c Forgot password?
Newcrest SCP - PROD Sub- Account	Password Password Remember me	Enter your credentials below and click Send. An e-mail with a link to a page where you can reset your password will be sent. Note that the e-mail might take a few minutes to reach your inbox.	 Enter your email address prompted. Make sure thi same email address use up the account.
	Forgot password?	2 Required	3. Click Send
Powered by		Powered by Cloud Platform	 A message displays indi that an email has been s you.



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- click
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- icating sent to



Reset Password (Forgot Password)



The Best-Run Businesses Run SAP	M	NEWCREST MINING LIMITED
Dear .		
Someone requested to reset your Identity Authentication service password. If it was not you, ignore this e-mail. To reset your password, click on the link below.		
Click here to reset your password		
If the link above is not displayed or does not work, copy and paste the link below to the address bar of your browser.		
https://avhucv3bn.accounts.ondemand.com/ids/activation? token=I1D1D9C3D8FCD877D43C8C515D23A23A76I158622A8F4E3EA1D1E95FEDD49993064BD91EB9E24623603D031B15BE034D331D		
Best regards, Your Identity Authentication Service Team		
This e-mail may contain trade secrets or privileged, undisclosed, or otherwise confidential information. If you have received this e-mail in error, you are hereby notified that any review, copying, or distribution of it is strictly prohibited. Please inform us immediately and destroy the original transmittal. Thank you for your cooperation.		

Reset the password for your account abhishek purkayastha@mindtree.com New Password * Re-enter New Password * *Required *Required

- 5. Open the email and click the reset link.
- 6. Enter a new password (minimum 8 characters).



The Profile page displays: click **Log Out** (not shown here).

Reset Password (Account Locked)



The Best-Run Businesses Run SAP	M	NEWCREST MINING LIMITED
Dear .		
Someone requested to reset your Identity Authentication service password. If it was not you, ignore this e-mail. To reset your password, click on the link below.		
If the link above is not displayed or does not work, copy and paste the link below to the address bar of your browser.		
https://avhucv3bn.accounts.ondemand.com/ids/activation? token=I1D1D9C3D8FCD877D43C8C515D23A23A76I158622A8F4E3EA1D1E95FEDD49993064BD91EB9E24623603D031B15BE034D331D		
Best regards, Your Identity Authentication Service Team		
This e-mail may contain trade secrets or privileged, undisclosed, or otherwise confidential information. If you have received this e-mail in error, you are hereby notified that any review, copying, or distribution of it is strictly prohibited. Please inform us immediately and destroy the original transmittal. Thank you for your cooperation.		

Reset Password (Account Locked)

If you enter the incorrect password 5 times in succession, your account is locked and you will be sent an email to reset the password (after 1 hour).

- 1. Open the email and click the reset link.
- 2. Enter a new password (minimum 8 characters).



The Profile page displays: click **Log Out** (not shown here).

Reset Your Passw	ord
teset the password for your account abhish	nek purkayastha@mindtree.com:
New Password *	
Re-enter New Password *	
	*Required
	Save
	3

