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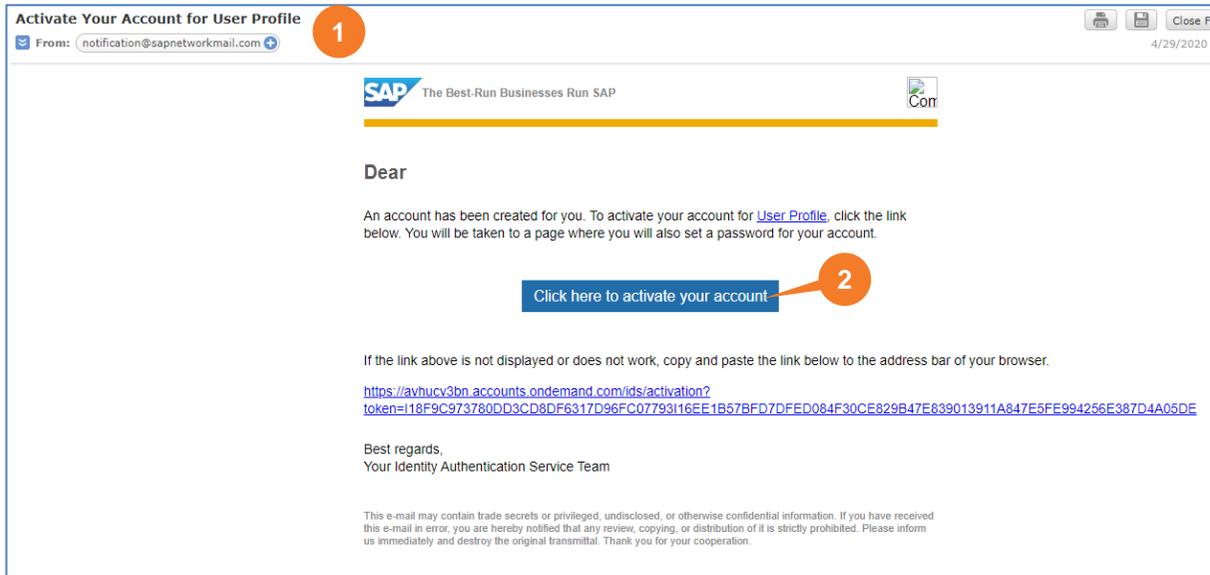
## Overview

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

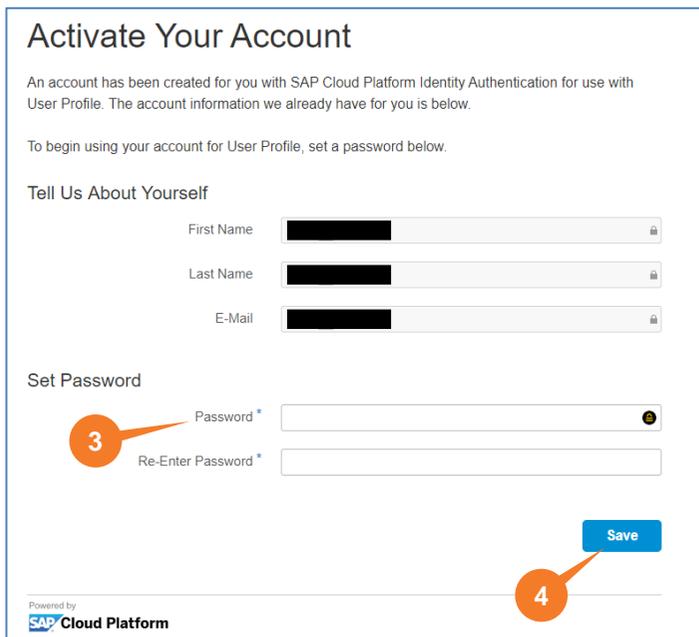
- If you forget your password, you can request it to be reset; if you enter the incorrect password 5 times in succession, you will be forced to reset it. Otherwise your password will remain the same (there is no expiry set on passwords for WMS).
- For any issues or questions, contact Newcrest Vendor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

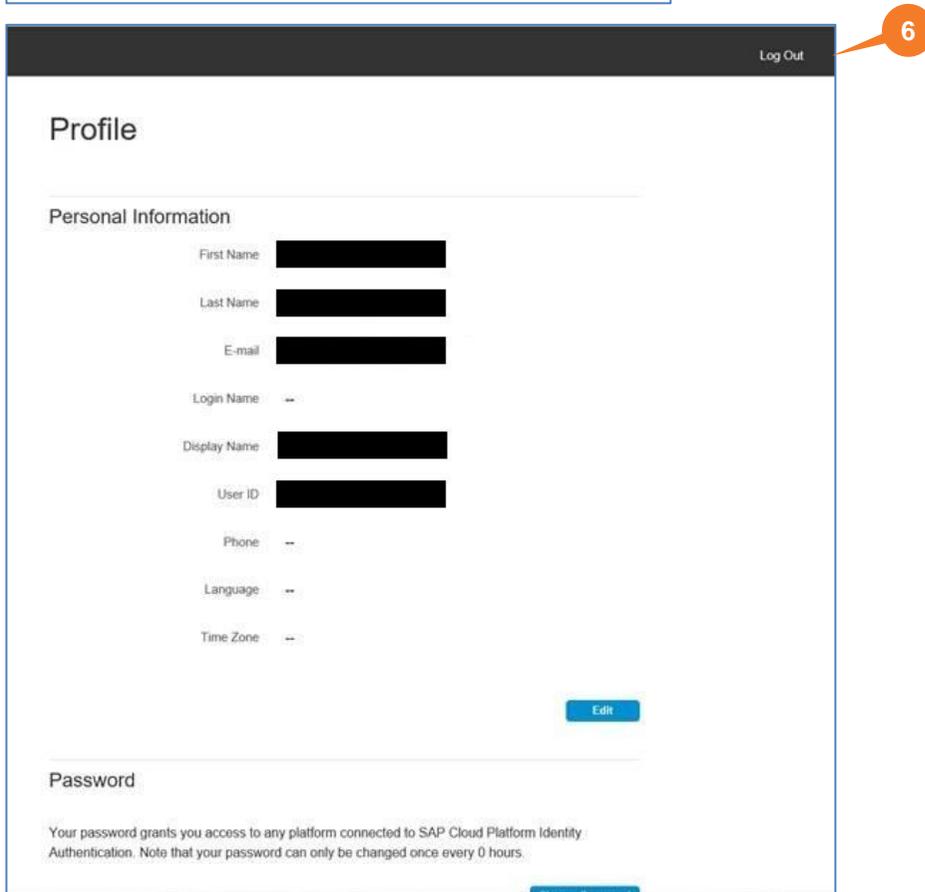
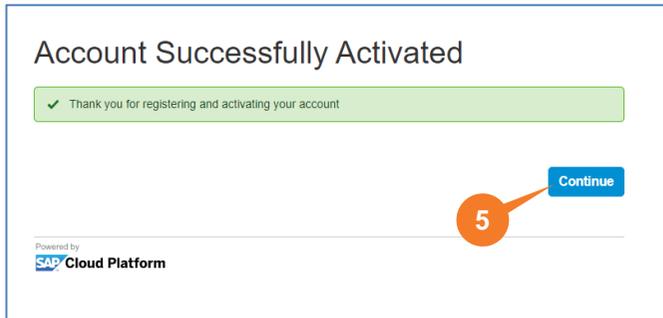


## Activate WMS User Account

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).
4. Click  .

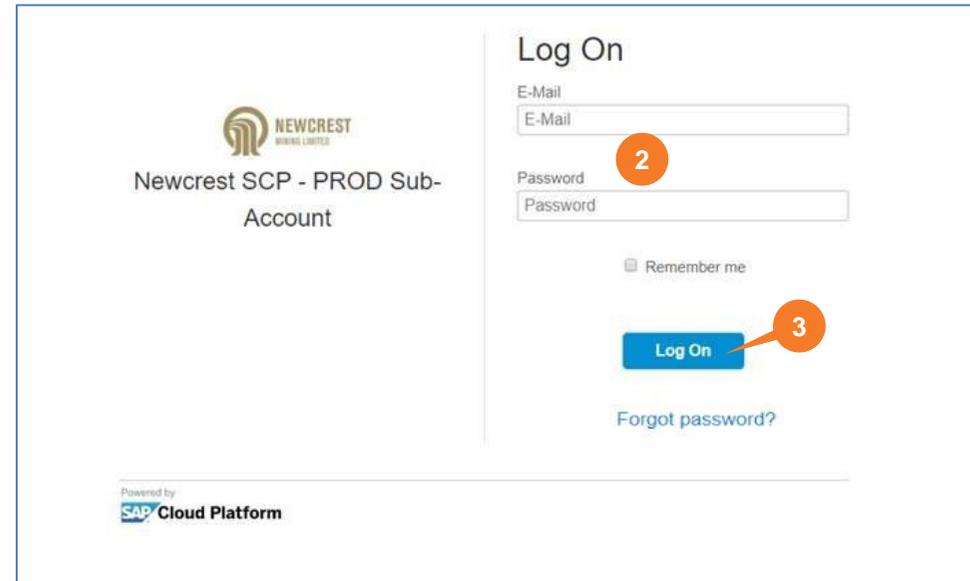
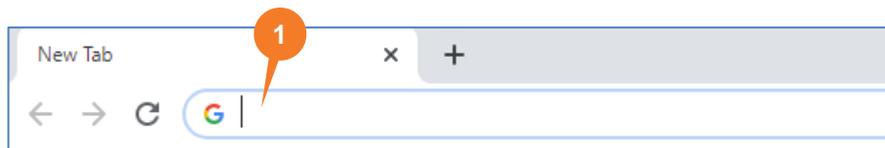




5. A message displays indicating that your WMS account has been successfully activated. Click **Continue**.
6. Your profile displays. You do not need to make any changes here. Click **Log Out**. You can now log into WMS as per the steps on the following page.

### NOTE

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



## 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 .

## 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).



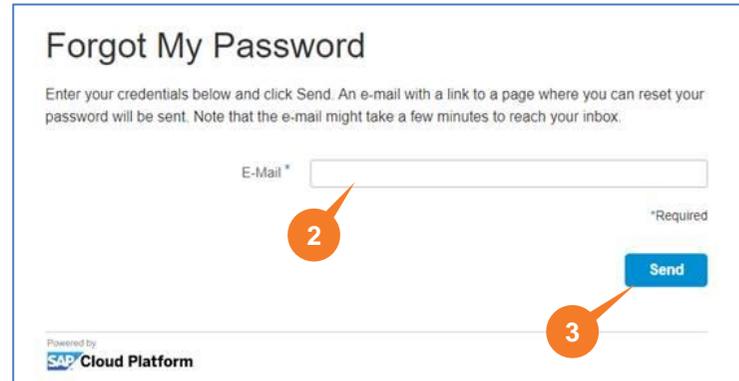
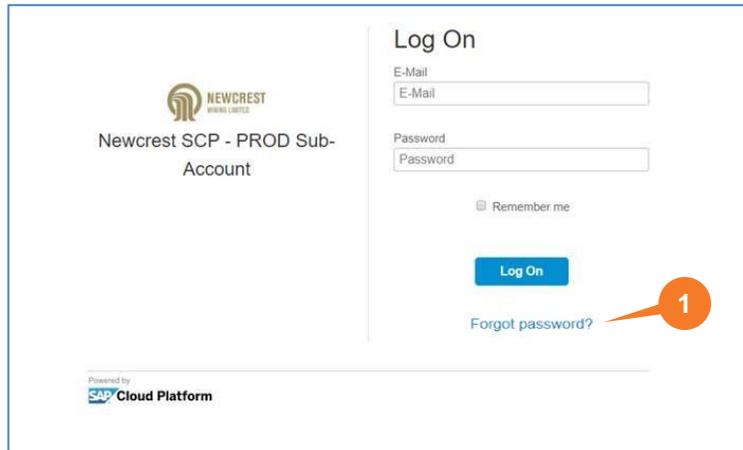
4. The **Workforce Mobilisation Solution** home page displays with the available vendor functions.
5. Click to view or fulfil a contractor request.
6. Click to edit an existing contractor profile, or to create a new one (individual).
7. Click to create contractor profiles via a bulk upload.
8. Click  to access WMS user guides via Newcrest's website.
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.

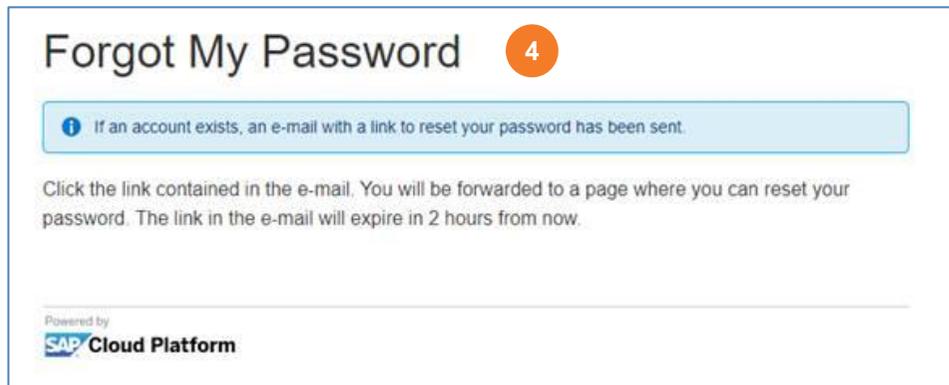
## NOTE

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

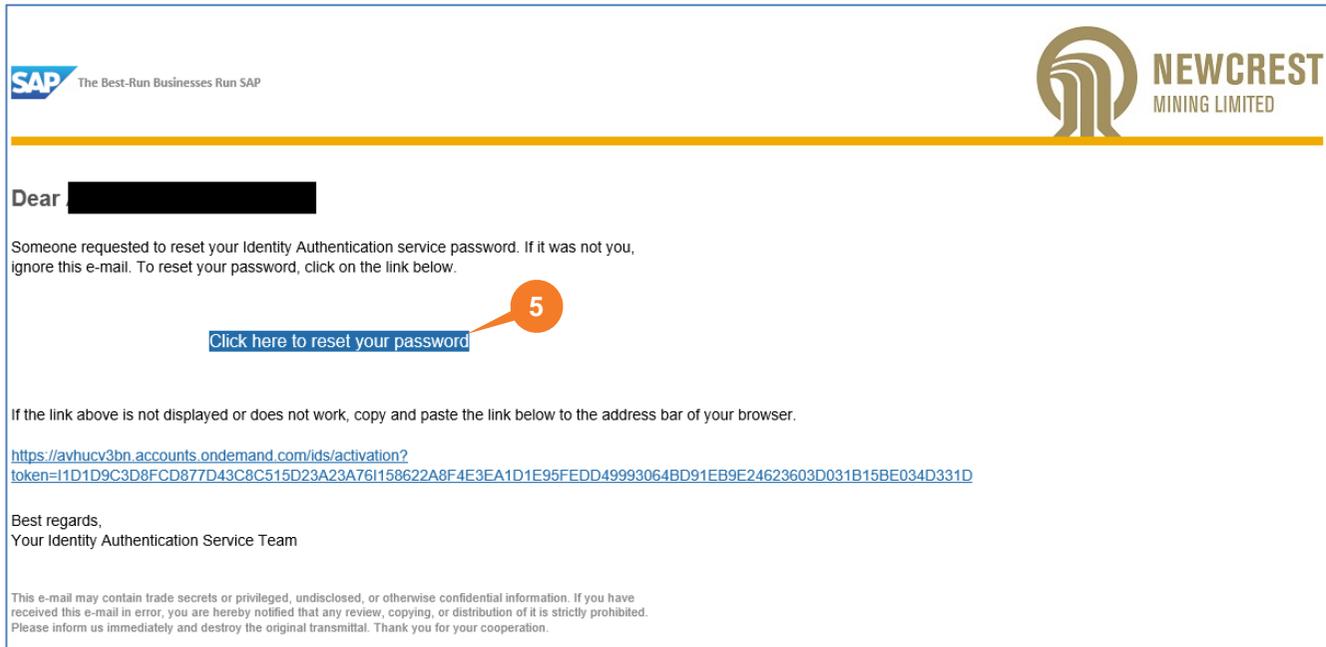


## Reset Password (Forgot Password)

1. On the Log On screen, click [Forgot password?](#)
2. Enter your email address when prompted. Make sure this is the same email address used to set up the account.
3. Click .
4. A message displays indicating that an email has been sent to you.



# Reset Password (Forgot Password)



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Dear [REDACTED]

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](#)

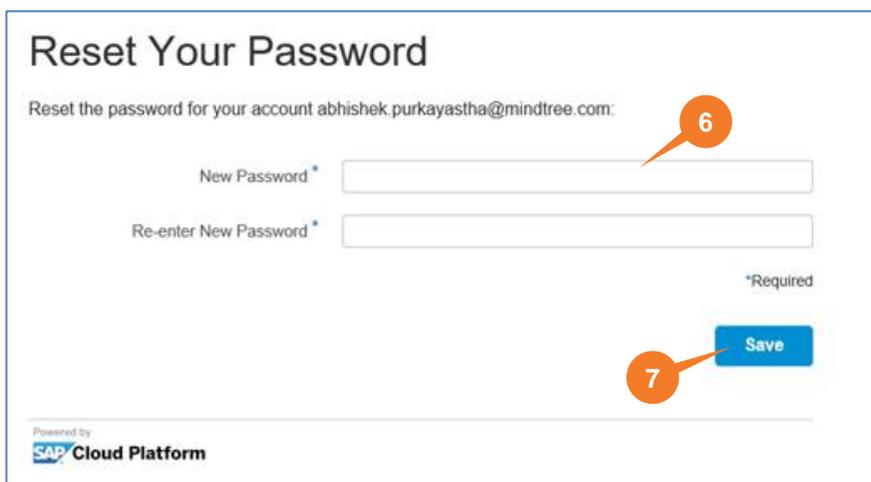
If the link above is not displayed or does not work, copy and paste the link below to the address bar of your browser.

<https://avhucv3bn.accounts.ondemand.com/ids/activation?token=11D1D9C3D8FCD877D43C8C515D23A23A761158622A8F4E3EA1D1E95FEDD49993064BD91EB9E24623603D031B15BE034D331D>

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.

5. Open the email and click the reset link.
6. Enter a new password (minimum 8 characters).
7. Click . The Profile page displays: click **Log Out** (not shown here).



## Reset Your Password

Reset the password for your account abhishek.purkayastha@mindtree.com:

New Password \*

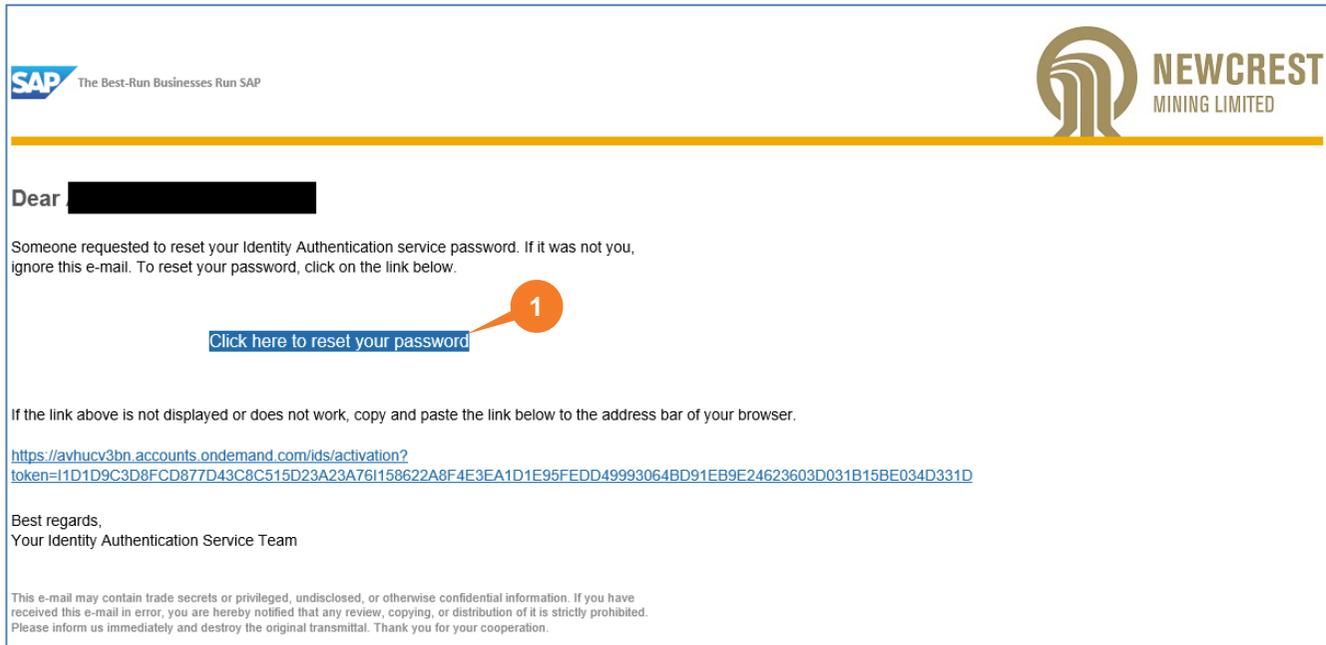
Re-enter New Password \*

\*Required



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# Reset Password (Account Locked)



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<https://avhucv3bn.accounts.ondemand.com/ids/activation?token=11D1D9C3D8FCD877D43C8C515D23A23A761158622A8F4E3EA1D1E95FEDD49993064BD91EB9E24623603D031B15BE034D331D>

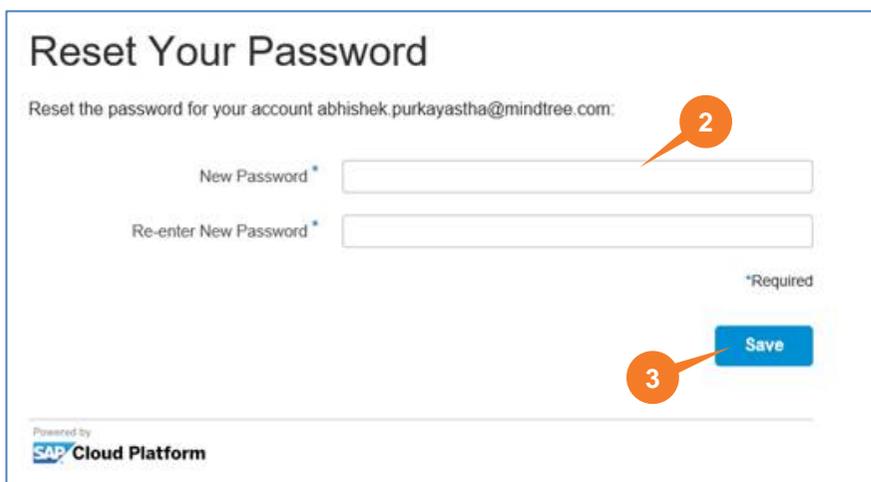
Best regards,  
Your Identity Authentication Service Team

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



### Reset Your Password

Reset the password for your account abhishek.purkayastha@mindtree.com:

New Password \*

Re-enter New Password \*

\*Required



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