

Logging In

To use the administrative functions of the Burn Permit System, you must first log in. To log in:

1. Navigate to the **Home Page**.

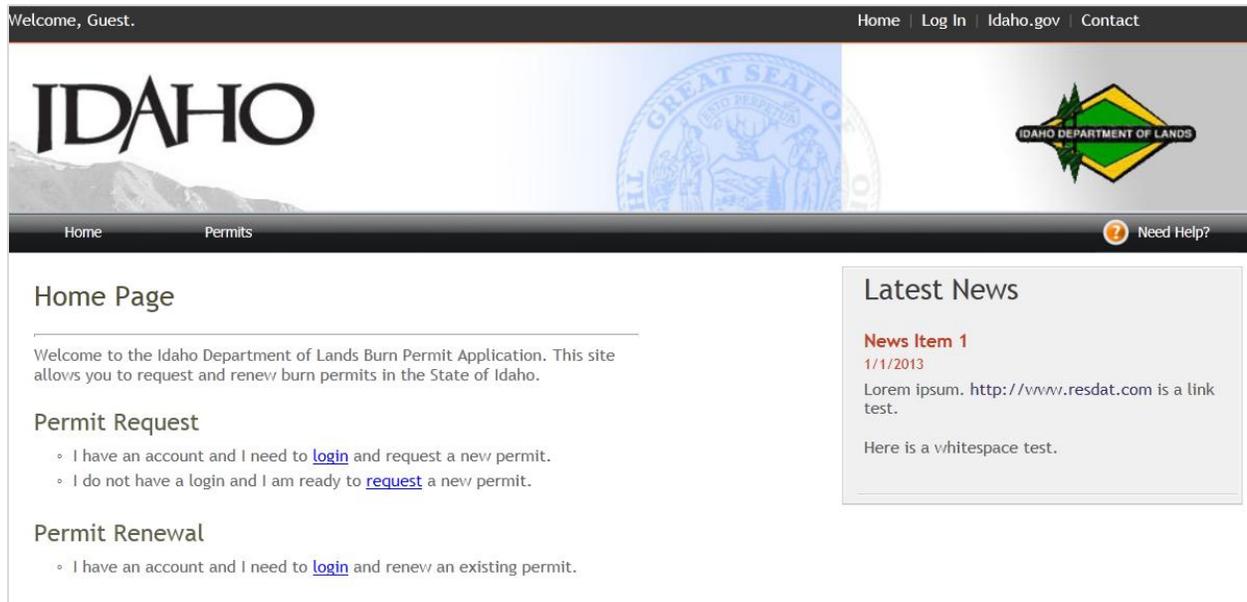


Figure 1: Home Page

2. Click *Log In* (in the top menu). The **User Login** page opens.

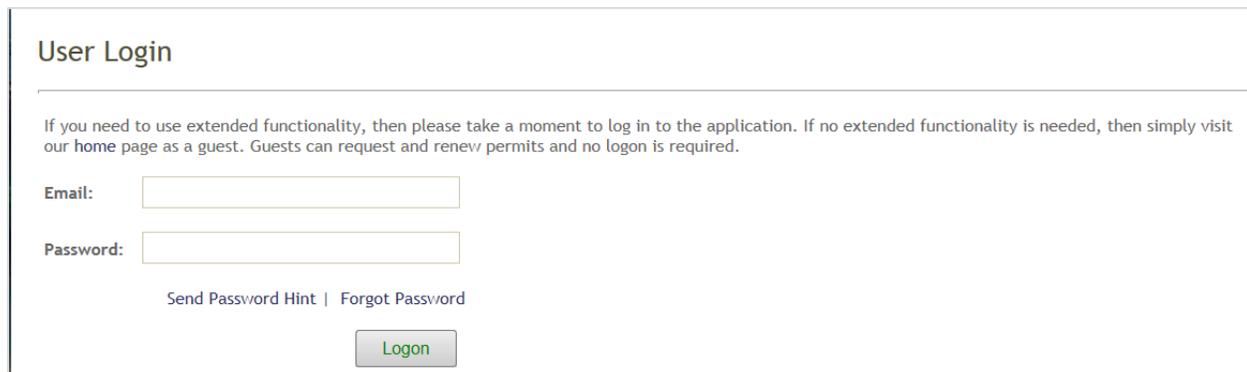
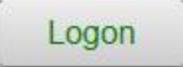


Figure 2: User Login page

3. Enter the email and password you used when you registered on the site.
4. Click . You return to the **Home Page**.

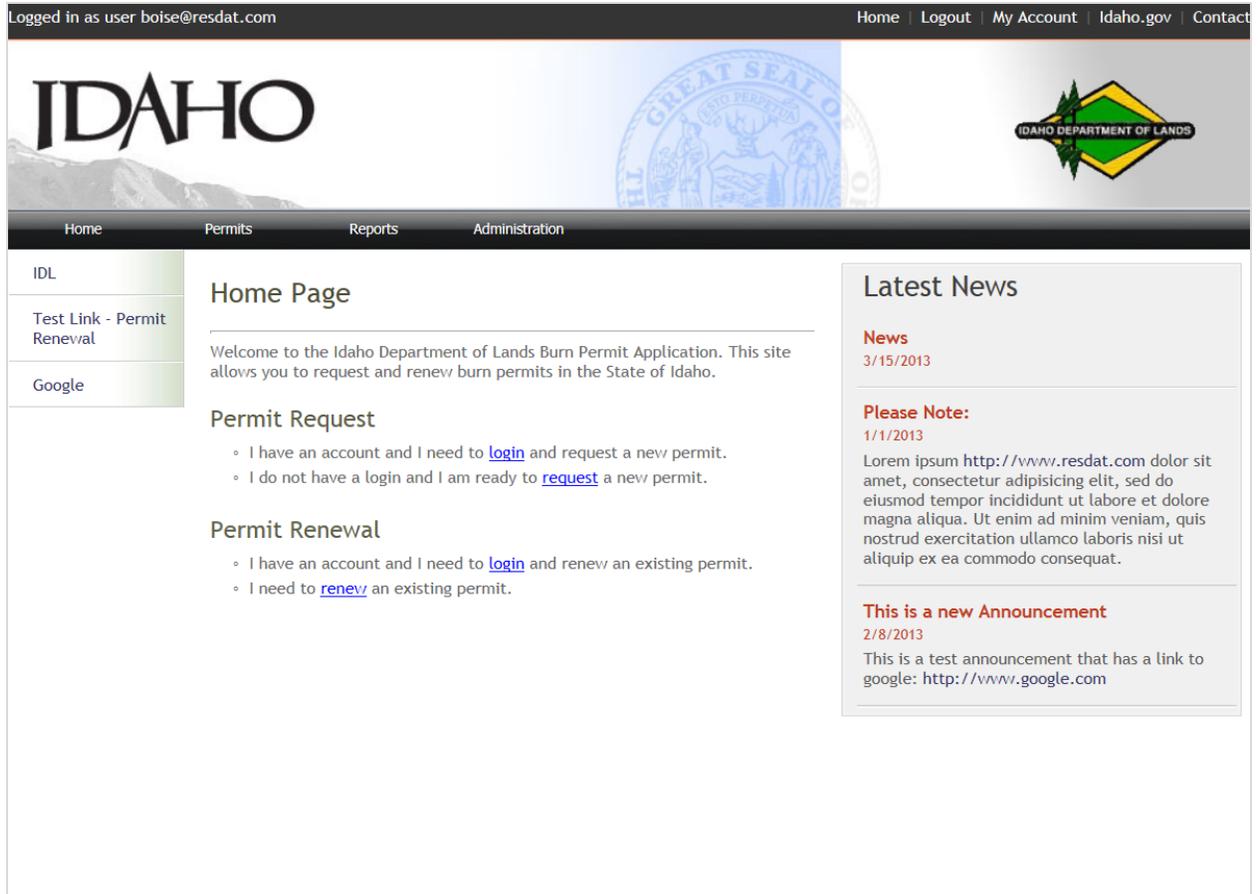


Figure 3: Administrator Home Page

Note that the **Home Page** now has links on the left and **Administration** in the top menu.

Forgot Password

If you forget your password you have two options.

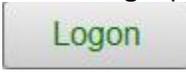
Send Password Hint

1. Enter your email address in the *Email* field.
2. Click *Send Password Hint*. The following message is displayed.

 The password hint specified for this account has been sent to your email account.

Figure 4: Password hint sent message

3. Check your email. You receive an email from boise@resdat.com with your password hint.
4. On the **User Login** page, enter your password in the *Password* field.

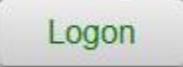
5. Click . You go to the **Home Page**.

Forgot Password

1. Enter your email address in the *Email* field.
2. Click *Forgot Password*. A dialog box titled **Message from webpage** is displayed.



Figure 5: Reset password dialog box

3. Click . The **Message from webpage** dialog box closes.
4. Check your email. You receive an email from boise@resdat.com with a randomly generated password.
5. On the **User Login** page, enter the password from the email in the *Password* field.
6. Click . You go to the **Home Page**.