



## **Guide for Users of RIVIAM's Digital Immunisations Service**

How to: Login to RIVIAM

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v0.1

## 1 Introduction

This guide explains how to Login to the RIVIAM Digital care platform.

For the best experience using the RIVIAM Digital Care platform, please use the latest versions of Chrome, Edge, Safari or Firefox.

## 2 RIVIAM Login

### 2.1 Receive activation email

Users will be sent a RIVIAM activation email. The email contains an activation code as shown below:

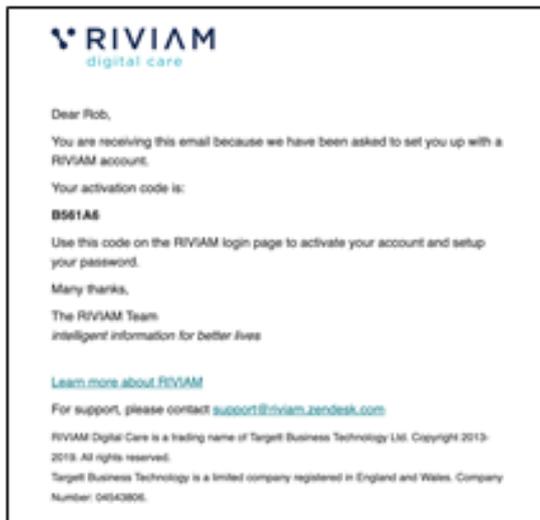


Figure 1 - RIVIAM activation email

**Please note:** if you haven't received this email (and it's not in your junk mailbox), please contact [support@riviam.zendesk.com](mailto:support@riviam.zendesk.com).

### 2.2 Activate your RIVIAM account

To activate your RIVIAM account on <https://wf2.riviam.com/>, click on "activate a new code" below the login details (as shown in figure 2).

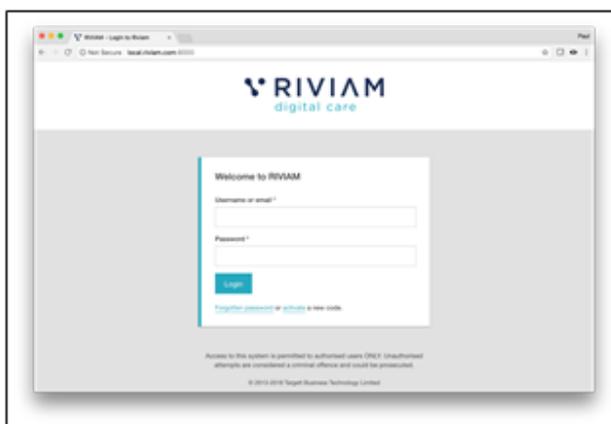


Figure 2 - RIVIAM activating a new code

You will then need to enter the below details and click "Activate":

1. Username / email address
2. Activation code (from the activation email)
3. Mobile number

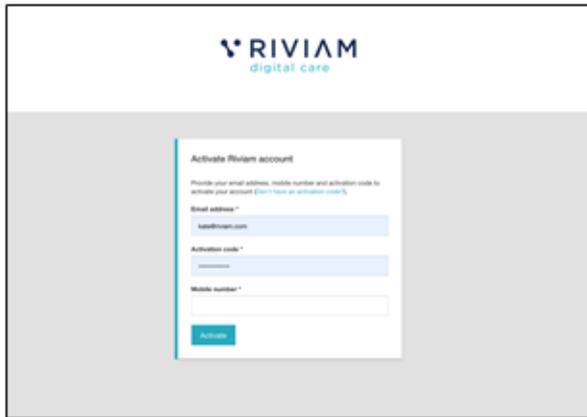


Figure 3 - RIVIAM activating a new account

The next page will allow you to set a password.

### 2.3 Login to RIVIAM

Once your RIVIAM account is activated and password is set, you can then login by entering:

1. Username / email address
2. Password.

### 2.4 Gaining access to different functions in RIVIAM

RIVIAM manages access to RIVIAM functions by using role-based access. Each action taken by a user is controlled by what group they have assigned to their role. Role assignment is performed by your RIVIAM administrator or by RIVIAM

### **3 You've completed the *How To: Login to RIVIAM* Guide**

Congratulations, you have completed the how to guide on logging in to the RIVIAM Digital Care platform