

Guide for Users of RIVIAM's Digital Immunisations Service

How to: Login to RIVIAM

17th August 2021 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:

V RIVIAM digital care	
Dear Plob,	
You are receiving this email because we have been asked to set you up with a RIVIAM account.	
Your activation code is:	
B561A6	
Use this code on the RIVIAM login page to activate your account and setup your password.	
Many thanks,	
The RIVIAM Team intelligent information for better lives	
Learn more about RIVAM	
For support, please contact support ill riviam zendesk.com	
RVVAM Digital Care is a trading name of Targett Business Tachnology LM. Copyright 2013- 2019. All rights reserved.	
Target Business Technology is a limited company registered in England and Wales. Company Number: OrliA3806.	

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.

2.2 Activate your RIVIAM account

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

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	# 0013-0018 Target Business Technology United	

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



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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