Logging into the tri.x portal – open sites

The procedure site itself does not require a login and is accessible to everyone.
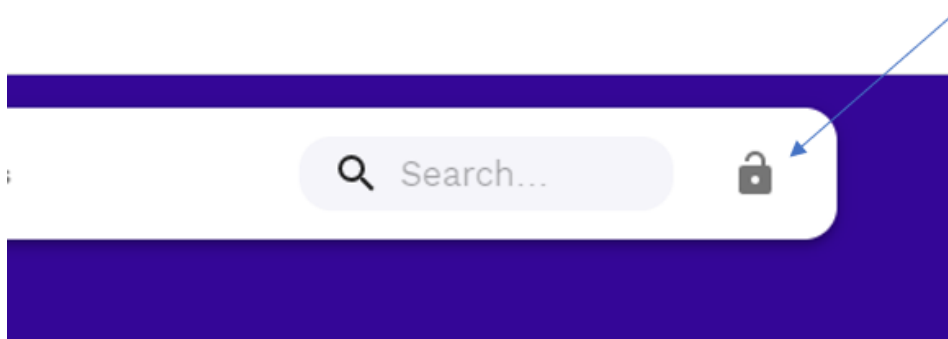
The only area of the site that requires login is the 'portal'.

The portal is where you manage your reading tasks.

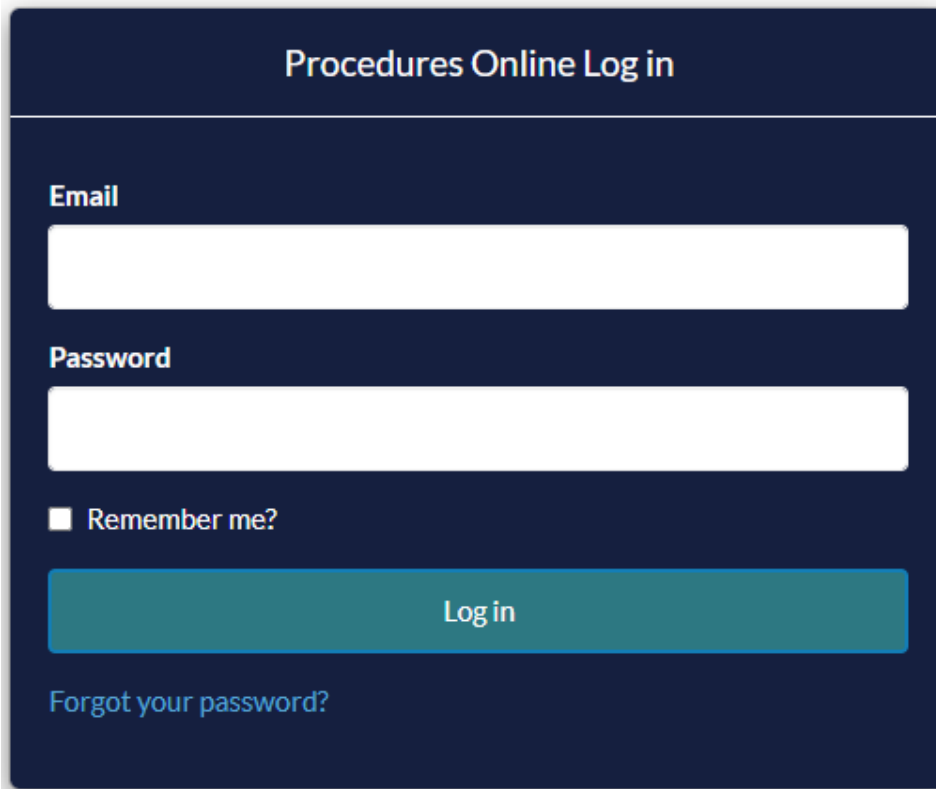This guide will show you how to login to the portal (and out again).

Step 1-go to the login page

Click the 'padlock' icon, found next to the search.

Step 2-enter your login details and select 'Log in'

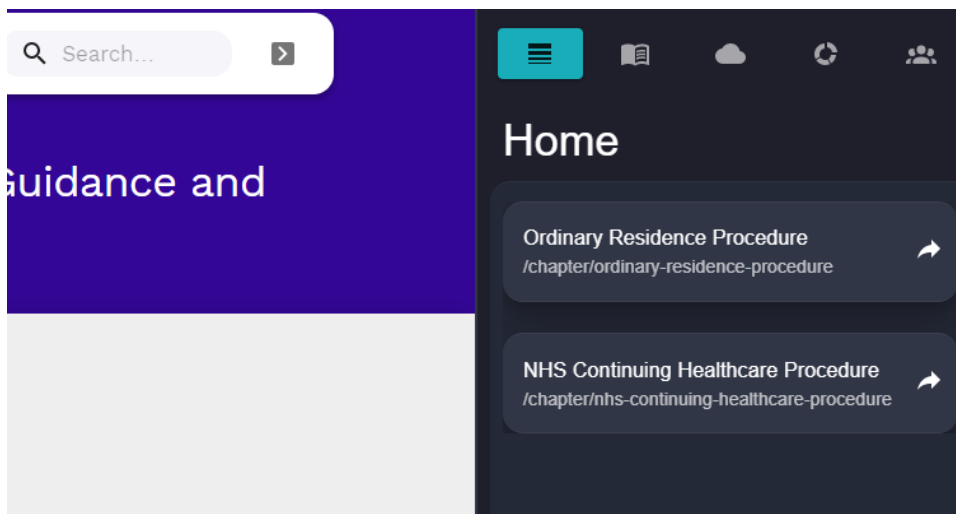After you have done this once, the system should remember your details next time.

Note: If you forget your password, use the 'Forgot your password?' link to reset.
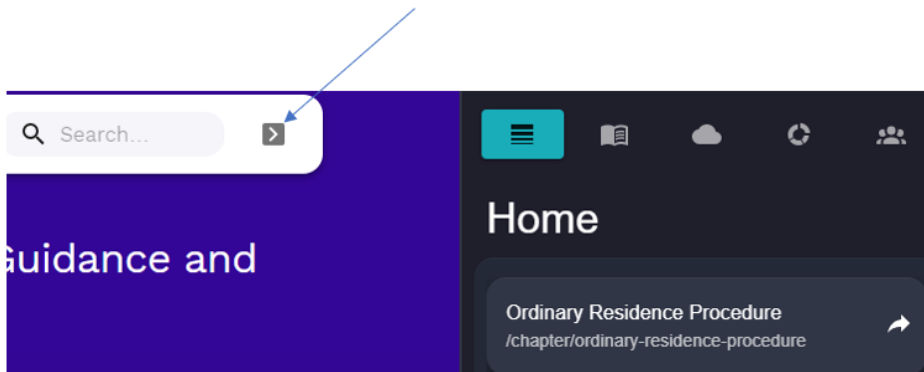
Step 3-logged in

After entering your login details, you will be automatically redirected back to the procedures site and the portal will be open at the 'Home' page, where you will see if you have any allocated reading tasks.
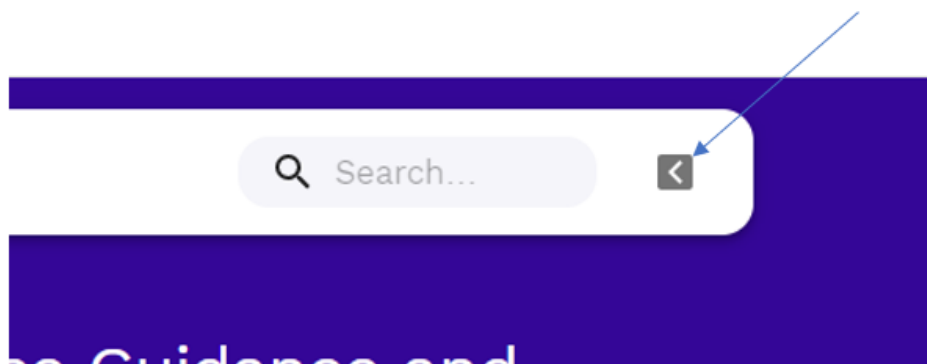

Step 4-hiding and revealing the portal

Once you are logged in, you can 'hide' the portal if you aren't using it. This will give you more space on the page to read the other content.

To do this click on the 'arrow' icon that has now taken the place of the 'padlock' icon.

To 'reveal' the portal again, click the 'reverse arrow' icon.
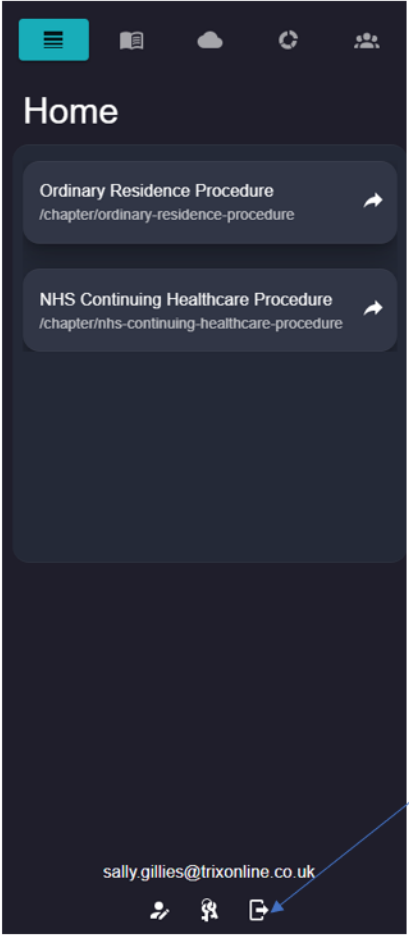

Knowing when you are logged in

If you see the 'padlock' icon you are NOT logged into the portal.
If you see the 'reverse arrow' icon you ARE logged into the portal.

Step 5 – logging out of the portal

The portal will automatically 'log out' after 15 minutes of portal inactivity.

You can also logout manually if you are away from your desk.

Click the 'log out button'

Home

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