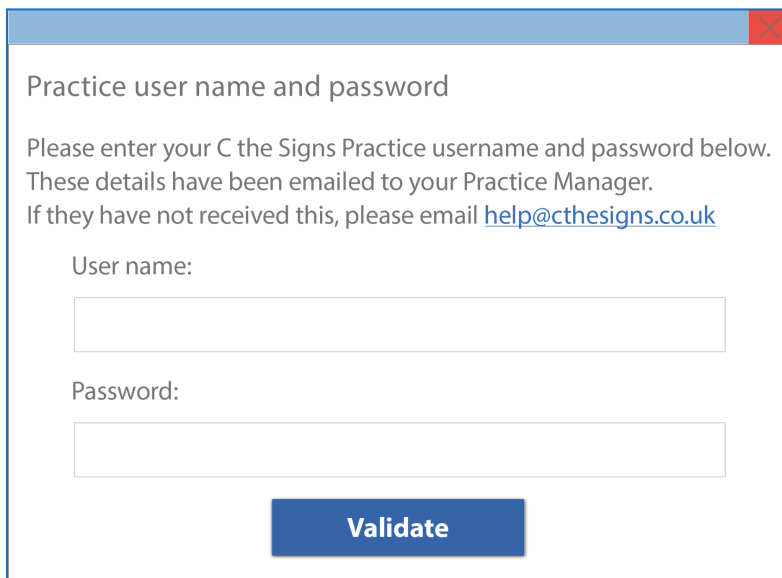


How to create a user account in SystemOne

By the end of this guide, you will be able to create a C the Signs user account.

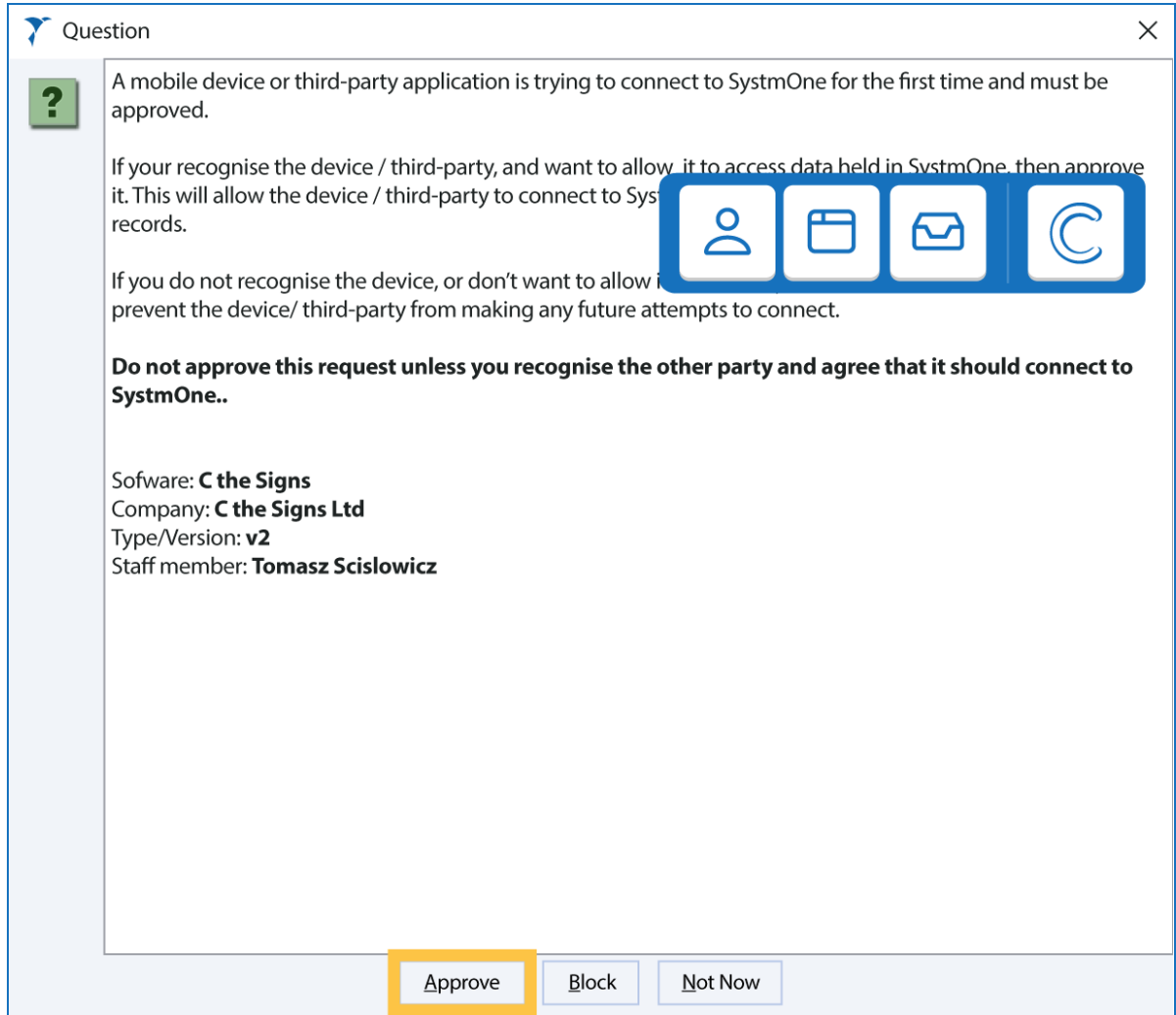
1. To begin, have SystemOne open and launch C the Signs from the Windows Start menu.
2. You may be prompted for practice login credentials (see image below). Please follow the on-screen instructions.

You can obtain the practice credentials from your Practice Manager or you can request these from our helpdesk team by sending an email to help@cthesigns.co.uk with your Practice Manager copied in.



The screenshot shows a window titled "Practice user name and password". The text inside reads: "Please enter your C the Signs Practice username and password below. These details have been emailed to your Practice Manager. If they have not received this, please email help@cthesigns.co.uk". There are two input fields: "User name:" and "Password:". Below the fields is a blue button labeled "Validate".

3. You will be asked to approve C the Signs in SystemOne. Please click 'Approve'.



4. The C the Signs toolbar will now launch. Click on the **first or second button**.



5. You will then be brought to our **'Welcome'** page, as seen below. Click on **'Sign Up'** and follow the instructions on the screen.

Welcome

If you are new to C the Signs please create an individual account with your NHS email address by clicking **Sign Up**. If you have used C the Signs before please **Login**.

Email

Password

[Forgot your password?](#)

Sign Up

Login

6. Once you have signed in, your SystemOne account will then be synced up with your C the Signs account.