User Management

1.1 Login

To login into the ***cuteQM*** app,

1. Open your web browser.
2. Type the URL provided by your administrator, in the address bar of your web browser.

The login page appears.

image_1651599133649.png
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3. In the login page, enter your user name and password in the respective boxes.

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Note: If you forgot your password, click “**I can’t access my account**”. You will be redirected into a new web page. Enter your username to receive your password.

4. In the **Module** section, select **Structural**.
5. Click **Login**.

Once you have successfully logged in into the ***cuteQM*** app, the home page of the ***cuteQM*** app opens.

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Figure 1.1 Home page of *cuteQM app*

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Note: The user name you have entered, the project you have been assigned, and the module you have selected are displayed in the upper right corner of the home page.

1.2 Change Password

If you want to change your current password,

1. Click your user name displayed on the quick access bar of the home page. See Fig 1.1.
   A drop-down list opens with multiple options.
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2. Click the **Change Password option.**
   The **Change Password** page opens.
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   image-1651599296094.png

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   Note: Before changing your password read the conditions specified in the **Change Password** page.
3. In the **Password** box, enter your current password.
4. In the **New Password** box, enter your new password.
5. In the **Confirm New Password** box, enter your new password again.
6. Click **Change Password**.

Your password will be successfully changed.

1.3 Log Out

If you want to log out from the app,

1. Click your user name displayed on the quick access bar of the home page. See Fig 1.1.
   A drop-down list opens with multiple options.
2. Click **Log out**.

Your current session ends now. The home page appears.

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