

Innskráning í fyrsta sinn

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Velkomin/n til SalesCloud! Fylgdu þessum leiðbeiningum til að innskrá þig í fyrsta sinn.

Velkomin/n til SalesCloud, þegar back-office aðgangurinn þinn hefur verið settur upp ættir þú að hafa fengið tölvupóst með notendanafninu (username)(1) þínu, ásamt nafninu á þeim aðila sem bætti þér við í kerfið (2), og nafnið á fyrirtækinu þínu (3).

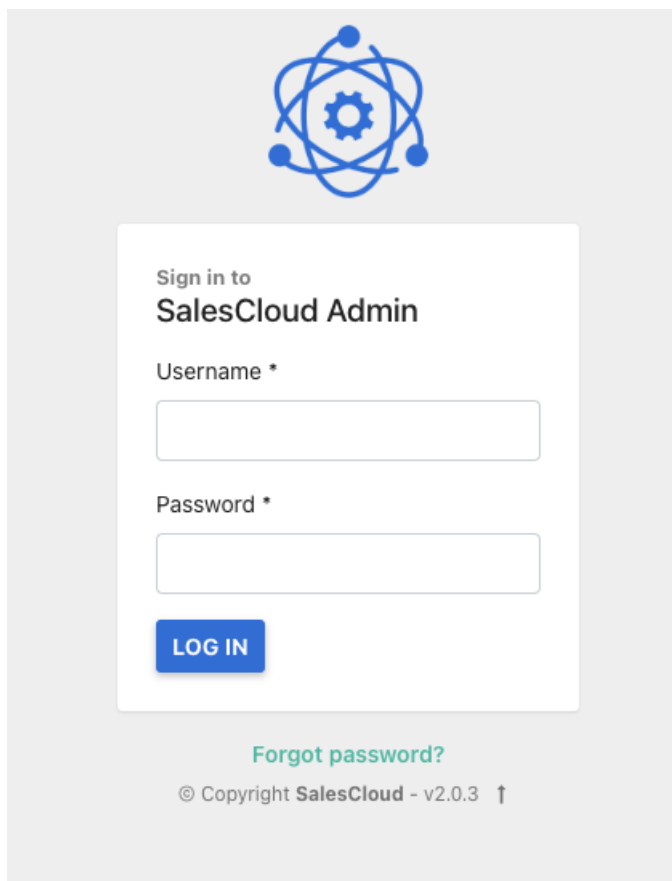


SalesCloud



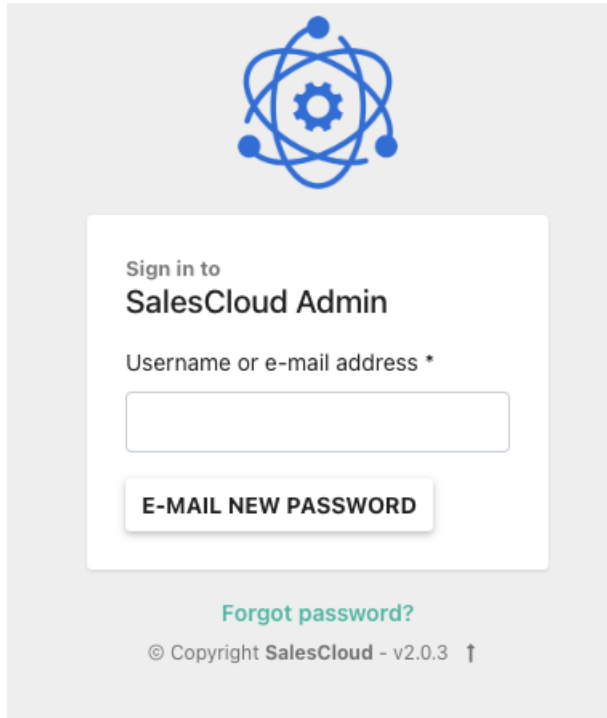
www.salescloud.is

1. Smelltu á hnappinn **Login** og nýr gluggi í vafranum þínum mun opnast sem sendir þig hingað. Smelltu svo á **Forgot Password** til að stilla nýja lykilorðið þitt.



The image shows a login form for SalesCloud Admin. At the top center is a blue logo consisting of a gear inside a circular atomic-like structure with three orbiting electrons. Below the logo, the text reads "Sign in to SalesCloud Admin". There are two input fields: "Username *" and "Password *". Below the password field is a blue button labeled "LOG IN". At the bottom of the form area, there is a link "Forgot password?" and a copyright notice "© Copyright SalesCloud - v2.0.3 ↑".

2. Sláðu inn hér netfangið sem upphaflega boðið var sent á og smelltu á **E-MAIL NEW PASSWORD**



The image shows a password reset form for SalesCloud Admin. At the top center is the same blue logo as in the previous image. Below the logo, the text reads "Sign in to SalesCloud Admin". There is one input field labeled "Username or e-mail address *". Below the input field is a button labeled "E-MAIL NEW PASSWORD". At the bottom of the form area, there is a link "Forgot password?" and a copyright notice "© Copyright SalesCloud - v2.0.3 ↑".

3. Síðan mun endurhlaða sig og birta eftirfarandi skilaboð.

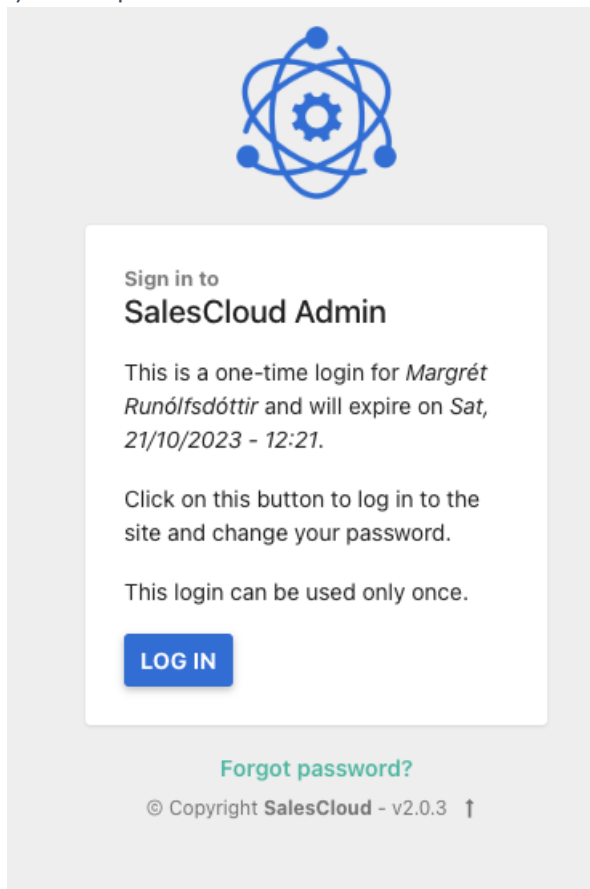
If youremail@email.is is a valid account, an email will be sent with instructions to reset your password. ×

Log in

Opnaðu pósthólfíð þitt og smelltu á hlekkinn í tölvupóstinum frá SalesCloud. Innihald póstsins ætti að vera eins og þessi mynd hér að neðan:

Margrét Runólfsdóttir, A request to reset the password for your account has been made at SalesCloud. You may now log in by clicking this link or copying and pasting it to your browser: https://admin.salescloud.is/en/user/reset/30716/1697804463/lm-xtf7WmFAHa9PPfhozqjuIN_djGtDmv_WP5PKjKws This link can only be used once to log in and will lead you to a page where you can set your password. It expires after one day and nothing will happen if it's not used. -- SalesCloud team

- Hlekkurinn í póstinum mun beina þér á einnota innskráningarsíðu (one-time login). Smelltu á **LOG IN** til að stilla lykilorðið þitt.



- Hér getur þú breytt notendanafninu (Username), netfanginu (E-mail address) og lykilorðinu (Password). Þegar þú hefur gert þær breytingar sem þú þarft, þá smellirú á hnappin **Save** sem kemur upp neðst á síðunni. *Ekki gera neina aðrar breytingar en þær sem eru nauðsynlegar.*

[BACK TO SALES CLOUD ADMIN](#)



Account Settings

SalesCloud

Username *

Margrét Runólfsdóttir

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address *

youremail@email.is

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Plaintext-only emails

The *HTML Mail* module can send emails with fonts, styles, and other HTML formatting. If you prefer to receive all your emails in unformatted plain text, select this option.

Password Strong

.....



Confirm password

To make your password stronger:

- Add uppercase letters

To change the current user password, enter the new password in both fields.