

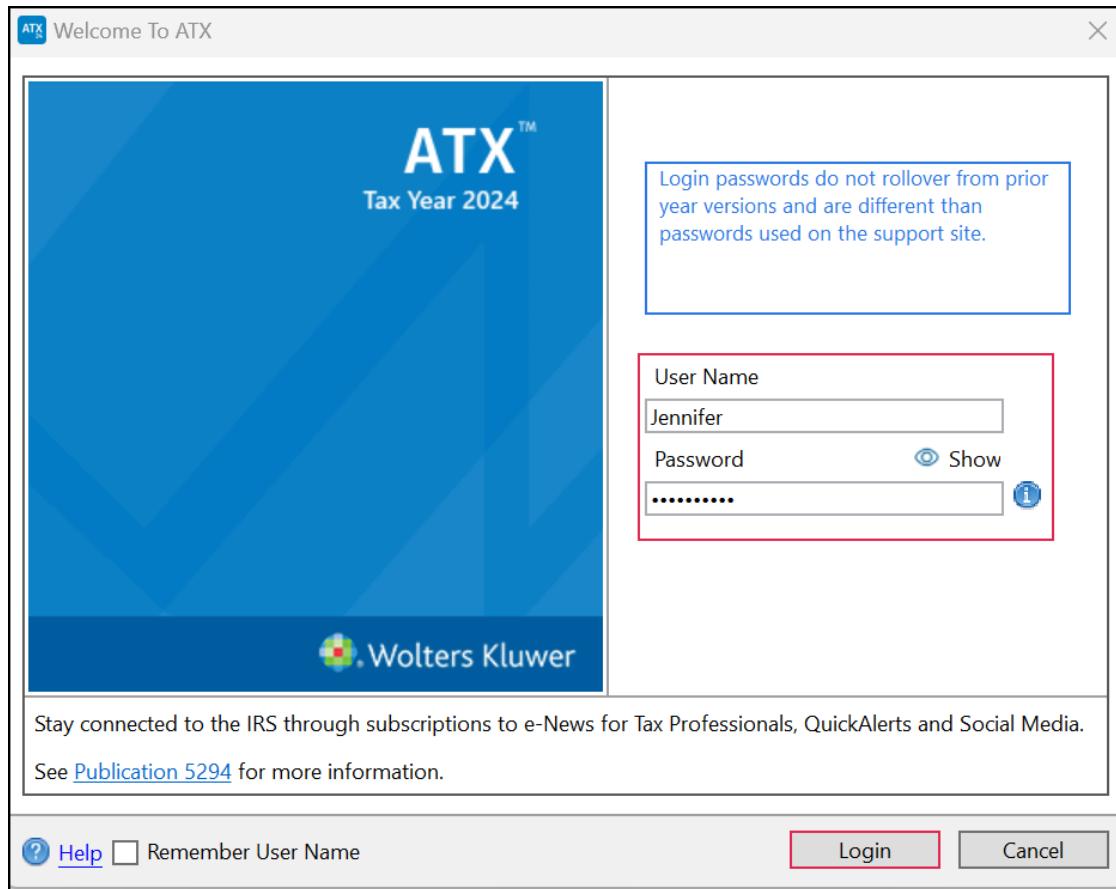
# ATX™ Learning Portal

## Logging into ATX

Every user must create both a username and a password to log into ATX. The Admin user has the ability to create usernames and passwords for other preparers. If you are not the Admin user, contact your Administrator to obtain your username and initial password.

To log into ATX:

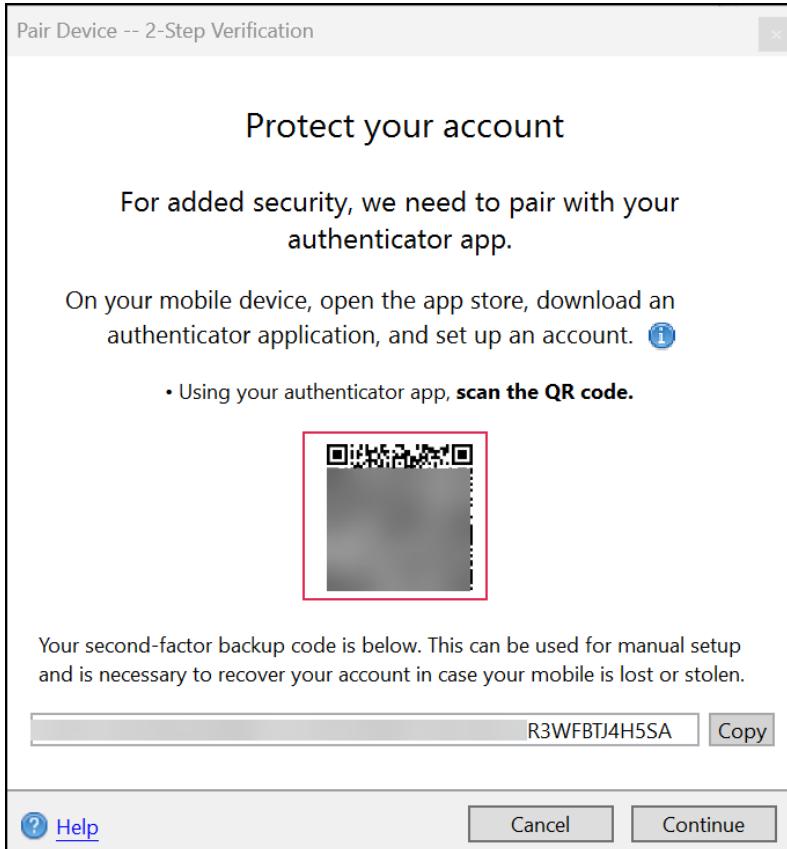
1. Type your username and initial password in the fields provided. Then click **Login**.



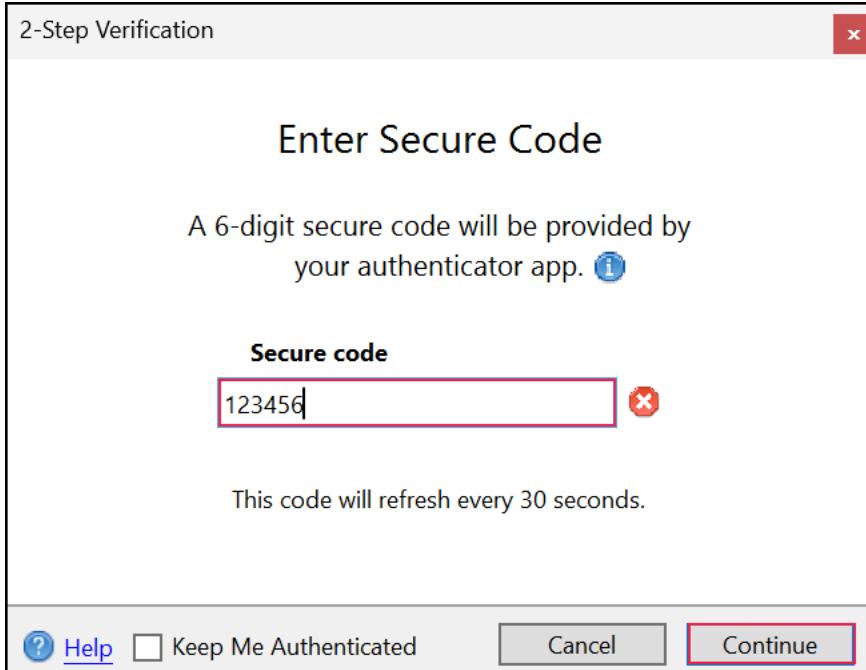
After five failed attempts to log in, ATX automatically locks the user's account.

- i** If you forget your password, the Admin user can reset it. If the Admin user is locked out, the software activation code must be re-entered to unlock the program. This can be found on the **Download** page of the Solution Center.

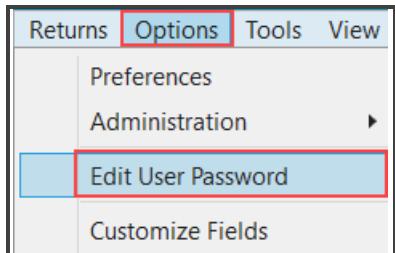
2. You will now need to setup the 2-Step Verification. Scan the QR code then click continue.



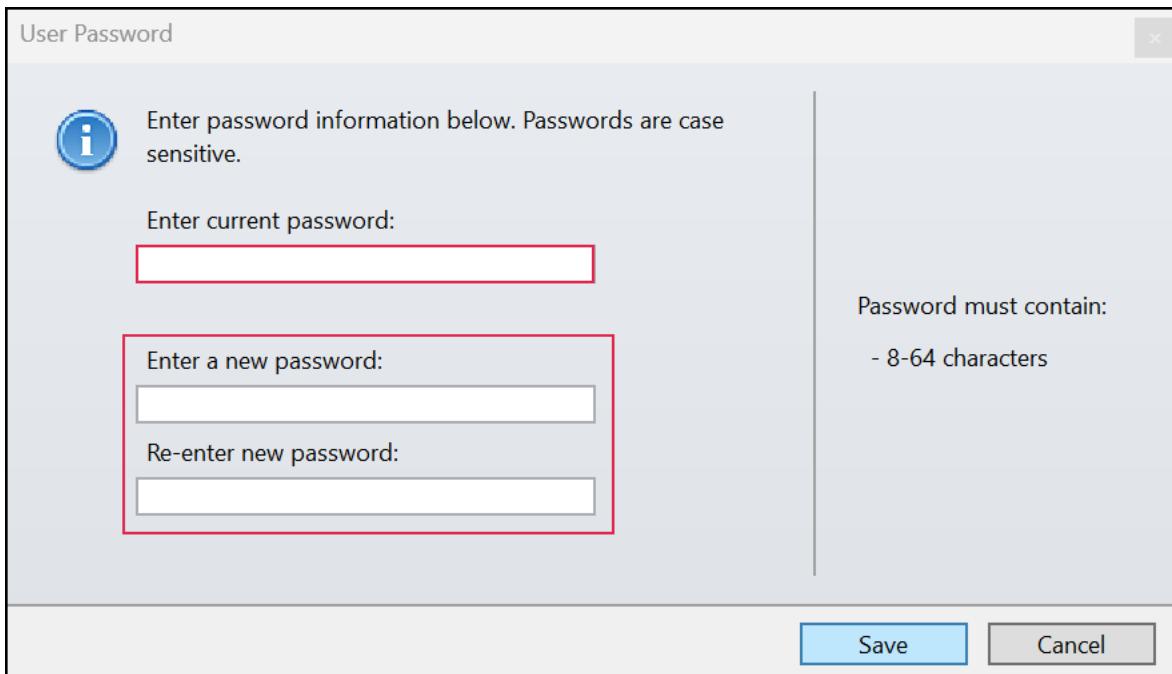
3. You will now be prompted to enter your secure code from your authenticator app. Then click **Continue**.



4. After logging in, you can change your initial password to one of your choosing. To do this, From the **Options** menu, click **Edit User Password**.



5. ATX displays the User Password dialog box. Type the current password, then create and re-key your new password.



Passwords must meet the following requirements:

- 8-20 characters
- At least 1 upper case letter
- At least 1 lower case letter
- At least 1 number
- At least 1 special character/punctuation

6. Click **Save**.