

First Steps Guide to the Activation Portal

The following products may be activated on <https://activation.mt.com>

1. LabX
2. Calibry
3. MC Link
4. ProdX
5. Collect⁺
6. Form⁺

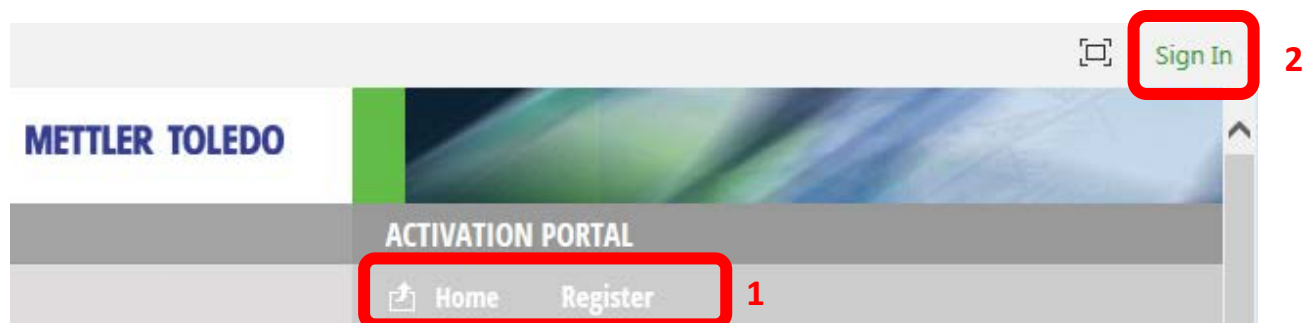
→ upload License key file

7. EasyDirect pH, from V1.1

→ enter License key

This guide describes how to create a profile, obtain a new password, and sign-in to your profile.

The Landing page:



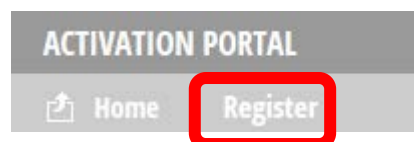
No.	Description
1	Main Menu: On the landing page in the Register dropdown menu you create your user log-in. You receive an email containing a password.
2	Sign-in: To log-in to your account click on Sign-in in the upper right corner of your browser window.

How to create a new profile

For all software activation a profile is needed. You may create your profile within the activation wizard of your software or request a profile on <https://activation.mt.com>

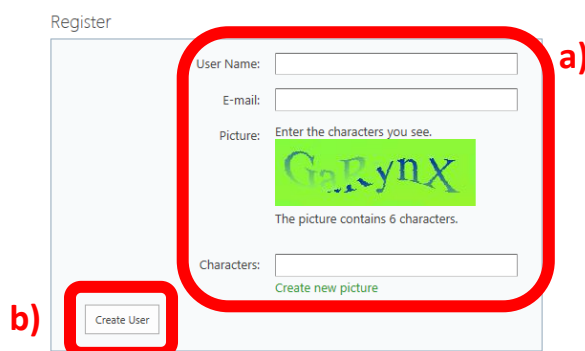
1 Navigate to the landing page of the activation portal with the URL <https://activation.mt.com>

2 On the main menu bar click on Register. A drop down menu opens.



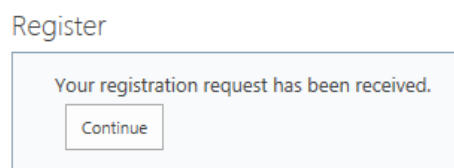
3 a) Fill in the following required fields:

- **User Name:** must be unique and cannot be changed.
- **Email:** this will be the email attached to the user name and a temporary password will be sent to the email address entered here.
- **Characters:** enter the characters displayed in the picture above



b) When all the fields have been completed click on **Create User**.

4 Your requested Profile has been created successfully. Please check your email. The portal has sent an email containing the status of your request. If your request has been approved you will find the password to **Sign In** to your profile.

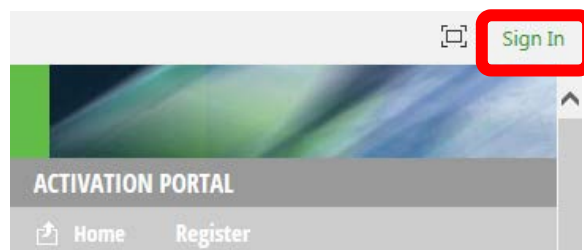


! When copying the temporary password be careful to capture all characters as it uses special characters.

How to Reset the Password

! All passwords will be encrypted before being saved in the portal. Therefore the passwords of all existing profiles in the legacy portal have been reset. If you already have an account reset your password in order to get access to your profile.

1 Click on **Sign-in** in the upper right corner of your browser window.



2 In the lower part of the sign-in form click **Forgot Login? Reset password here**



Enter your **User Name** or the **email address** registered in your profile setting.

If your email address has been registered in the portal more than once (email address used for multiple user names) you will need to enter the unique user name.

When all the fields have been completed click on **Submit**.

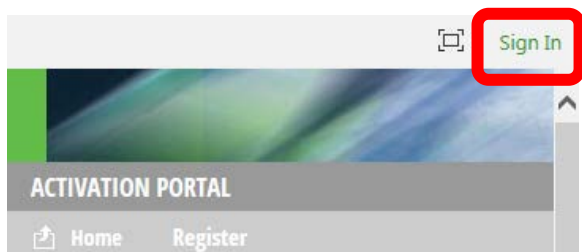
Reset Password

Enter your user name or e-mail address to receive your password.

User name or e-mail address:

3 A newly created password will be sent to your email address.

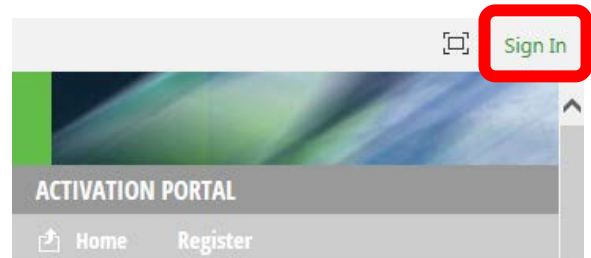
Now log in to your profile by clicking on the Sign In button in the upper right corner of the landing page.



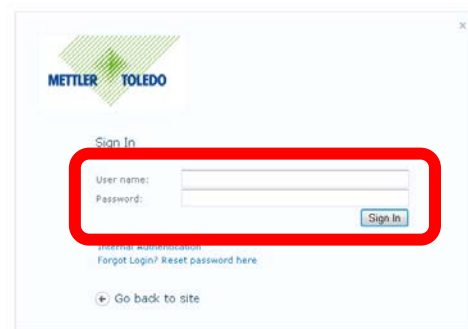
How to Sign in to the Profile

1 Navigate to the landing page of the activation portal with the URL <https://activation.mt.com>

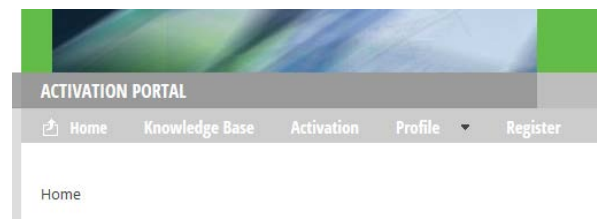
2 Log in to your profile by clicking on the **Sign In** button in the upper right corner of the landing page.



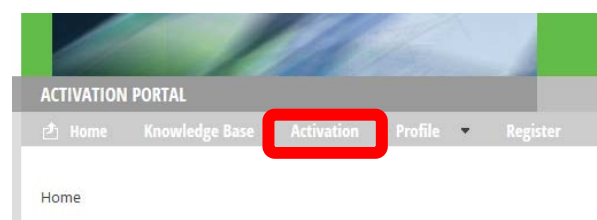
3 Enter your User Name and Password and click on **Sign In**.
If you have forgotten your password click on the **Forgot Login** line.
-> See chapter "How to Reset password"->
No. 2



4 You are now logged in to your profile.



5 You will find the overview of your system by clicking on Activation



How to Change Password

1 Sign in to your Profile

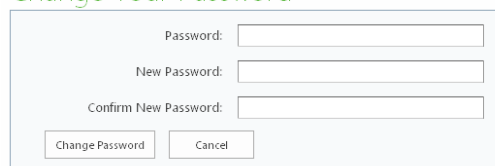
2 a) In the main menu bar click on **Profile**. A drop down menu opens.
b) In the dropdown menu select **Change PW**.



3 Type in your existing (or temporary) **Password** followed by the **New Password** you would like to use from now on.
Confirm the newly entered **password** by entering it a second time.

By clicking the button **Change Password** the change will be active immediately.

Change Your Password

A screenshot of the 'Change Your Password' form. It features three input fields: 'Password:', 'New Password:', and 'Confirm New Password:'. Below the fields are two buttons: 'Change Password' and 'Cancel'.

! If you signed in with the password created by the system it is **highly recommended to change your password**.