

## Logging in to ClearPoint

- If this is your first-time logging into ClearPoint, please follow the steps below:
  1. On the [login page](#), please enter your agency email
  2. Click **Reset Password**
  3. Re-enter your email in the pop-up and you will receive an email containing a reset password link
  4. Once you have reset your password you may enter your email and new password on the [login page](#)
  5. Here you will be prompted for multi-factor authentication through your email
  6. You will then be able to access ClearPoint
- If you have previously completed the steps above, you will need to:
  1. Visit the [login page](#) and type in your email and corresponding password that you had previously set up. Remember, passwords must be at least fifteen characters long.
  2. After clicking on the log-in button you will be prompted for multi-factor authentication. To have the code sent to your email click the **Request Code via Email** button.
  3. Once you have received the code via email type it into the Two-Factor Authentication Code box and click **Log In**.
  4. You will then be able to access ClearPoint.

The screenshot displays the ClearPoint Strategy login interface. At the top, the logo 'ClearPoint Strategy' is shown, followed by the text 'Welcome to ClearPoint Strategy' and 'ClearPoint Login'. Below this, there are input fields for an email address (containing 'cbishop@ccsi.org') and a password (masked with '\*\*\*\*\*'). A checkbox labeled 'Save email address' is present. A modal window titled 'Two-Factor Authentication' is open in the foreground. It contains the instruction 'Please enter your two-factor authentication code below:' and a text input field labeled 'Two-Factor Authentication Code'. To the right of this field is a green button labeled 'Request Code via Email', which is highlighted with a red rectangle. Below the input field is a checkbox labeled 'Remember Device'. At the bottom right of the modal are two buttons: 'Cancel' and a green 'Log In' button, also highlighted with a red rectangle. A large red arrow points from the left towards the 'Two-Factor Authentication Code' input field.