

## Staff Log in

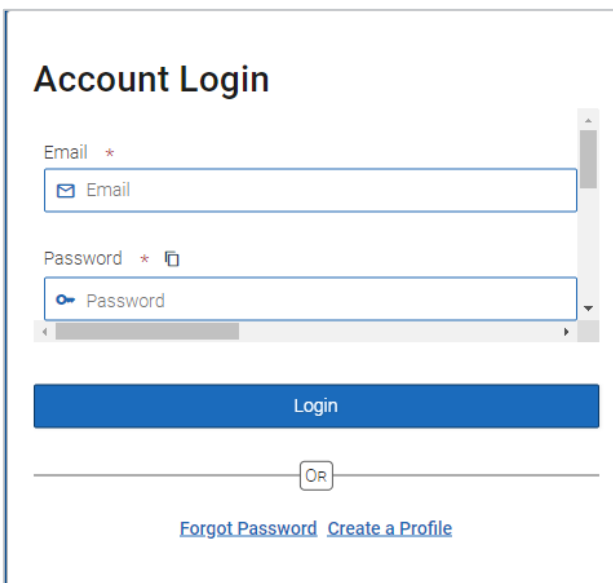
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### Overview

New staff users must first navigate to your institution's Transfer Portal Staff url and create a profile.

### Create a Profile:

Using an email address with your institution's domain, create a profile using the link on the bottom right.



The screenshot shows a web form titled "Account Login". It contains two input fields: "Email" with a red asterisk and a blue envelope icon, and "Password" with a red asterisk, a blue key icon, and a blue eye icon. Below the fields is a blue "Login" button. Underneath the button is a horizontal line with a small box containing "OR". At the bottom of the form are two blue links: "Forgot Password" and "Create a Profile".

### Requesting Permission Access:

Request permission to use different areas of the Transfer Portal through your Application Administrator. Your Application Administrator can assign these permissions from the User Management page of the Portal.