

Web Portal Login Instructions for Staff

Dear Staff,

We are pleased to announce the launch of our new web portal. Please follow the instructions below to access your account:

Step-by-Step Login Instructions:

1. Visit the web portal at www.example.com.
2. Click on the "Login" button located at the top right corner of the page.
3. Enter your staff ID in the "Username" field.
4. Enter your password in the "Password" field.
5. Click on the "Submit" button to log in.

Password Reset:

If you have forgotten your password, please click on the "Forgot Password?" link and follow the instructions to reset it.

Need Help?

If you experience any issues logging in, please contact the IT department at support@example.com.

Thank you for your attention.

Best regards,
Your Management Team