



Reference guide for our new platform!

Welcome to the first steps to getting started with our new system. You should find an email in your inbox which will contain your login details, along with a link to the new site. The password sent is only a temporary one so please go ahead and change it right away.

Welcome to MYP

Please read but **DO NOT REPLY** to this automated email.

To log in, you will need to insert the following email and password:

Email: **info@example.org**
Password: **yzBRH4HA**

← Your email address +
temporary password

To begin, please click the link below:

<https://global.mypcorp.com/login>

← The login link

If you are unable to click the link, please highlight the link, copy and paste it into the address field of your Internet browser.

Once you have logged in, you will be taken to this page. As you move through the different sections, the ones to note are setting your new password, creating a secret question and answer, followed by making a new login pin.

The screenshot shows the 'myACCOUNT' settings page. It includes sections for 'PASSWORD', 'PASSCODE (MOBILE DEVICES)', 'SECURITY QUESTION', 'TWO-FACTOR AUTHENTICATION', 'myASSISTANT', and 'myCERTIFICATES (0)'. Annotations with red dashed arrows point to the 'Do you want to change your password?' radio buttons, the 'SECURITY QUESTION' fields, and the 'Enabled' radio button for two-factor authentication.

myACCOUNT

First name: john | Last name: Citizen | Position title: Founder & CEO

PASSWORD

Do you want to change your password? Yes No

Email address (change via ARM - Administration - Staff): info@example.org

SECURITY QUESTION

Security question (asked if you forget your password): [Text Field] | Answer: [Text Field] | [SAVE]

TWO-FACTOR AUTHENTICATION

Two-factor authentication (2FA) methods provide users with additional account access security. Logging in requires both a password and an authentication code from a mobile device. Enabled Disabled

By default, 2FA is NOT enabled in MYP. To enable, please select the 'Enabled' option and follow the set-up instructions.

PASSCODE (MOBILE DEVICES)

You have the option to create a passcode with a minimum of 4 digits for your mobile login access. The first login on your mobile device **MUST** use the standard Username and Password. Subsequent logins can then be made using your stored passcode. We highly recommend that you also use the built-in security features on your mobile device e.g. Facial recognition.

For security purposes, if you do not log in to MYP via your device for a period of 3 months, your next login will again need to use the standard Username and Password.

NB: If you have set up a passcode and you are not provided with the option to switch to PIN on login, please ensure that you are not:

- Browsing in private browsing mode - this deletes 'cookies' stored in your browser necessary for passcode login
- Automatically clearing browser data - cookies when closing your browser via settings or third party applications

New passcode: [Text Field] | [SAVE]

myASSISTANT

Located in banner on every page, your myAssistant helps guide you through MYP. Create a custom personality for your assistant below.

Edit myAssistant name: myASSISTANT | Upload Avatar (requirements - square, 30 x 30 px): [Choose File] | No file chosen | [SAVE]

myCERTIFICATES (0)

TAILORED TRAINING CERTIFICATES | myTRAINING CERTIFICATES

[FINISH]

After you have done these steps, click finish and you are ready to jump in!



Add Mobile Shortcut

While the new system does not have its own dedicated app, there is a very simple way to create a shortcut for it.

- Open a browser on a mobile
- Add MYP URL into browser <https://global.mypcorp.com/Login/>
- Login using email and MYP password
- Select **PocketWatch** > **View mobile site**
- Follow the device instructions for adding to the home screen
- Select the newly created shortcut



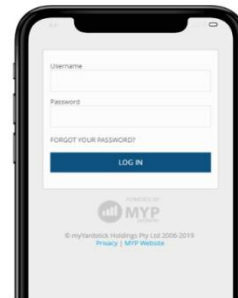
Access PocketWatch from your mobile device and never miss a shift check in again! Check in, check out, view timesheets, add timesheet reimbursements and much more. Below are a few simple steps to get you started.

FOR IPHONE + IPAD USERS

1 LOG IN TO MYP + OPEN POCKETWATCH

Using the **Safari** internet browser on your iPhone/iPad, visit mypcorp.com and click 'Login'.

Once logged in to MYP, navigate to the PocketWatch module via the sub-header or side navigation menus.



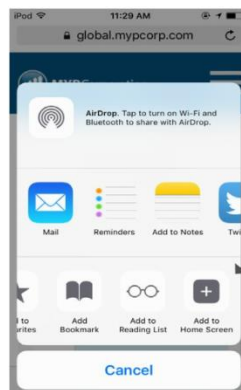
2 CLICK SHARE

At the bottom of your screen, click the 'Share' button.



3 ADD TO HOME SCREEN

Click 'Add to Home Screen'. Then click 'Add' when prompted.



4 DONE

The PocketWatch icon will now appear on your device for quick access.



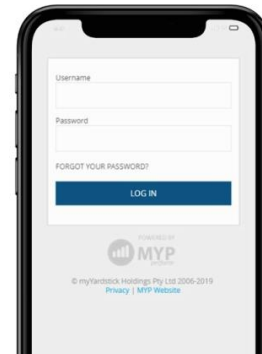


FOR ANDROID USERS

1 LOG IN TO MYP + OPEN POCKETWATCH

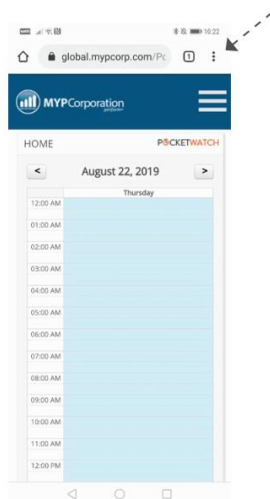
Using the **Chrome** internet browser on your Android device, visit mycorp.com and click 'Login'.

Once logged in to MYP, navigate to the PocketWatch module via the sub-header or side navigation menus.



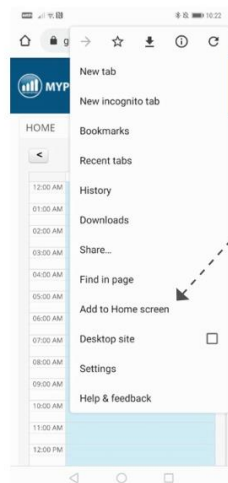
2 OPEN THE MENU

Click the 'Menu' button near the address bar.



3 ADD TO HOME SCREEN

Click 'Add to Home screen'. Then click 'Add' when prompted.



4 DONE

The PocketWatch icon will now appear on your device for quick access.



POCKETWATCH MOBILE FUNCTIONS

Once you have added the PocketWatch icon to your mobile phone, you will be able to:

- Check in + check out from a shift
- View the shift address, clients + tasks
- Add allowances, shift + client notes
- Record sleep disturbances
- Trigger GOMS session/s
- + much more

To view timesheets or to see any open shifts, select the relevant option from the side navigation menu.

QUESTIONS?

If you have any questions on the above or require assistance accessing PocketWatch on your mobile device, please lodge a 'User support' request via the online MYP Support Module or speak to your MYP Champion.

What's Next?

There are a ton of new features that you are all going to love. These will be explained in detail during some online webinars. Thank you to all our wonderful staff for your patience and understating with all these new changes.