## Set up a User Account
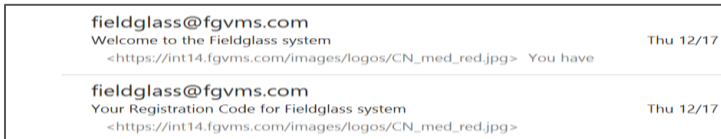
When your Fieldglass supplier administrator adds you as a new user in the Fieldglass application, you will receive two emails. One is the Welcome email which contains the link to the Fieldglass registration page including instructions on how to register your Fieldglass user account, and the other email contains an alphanumeric registration code.
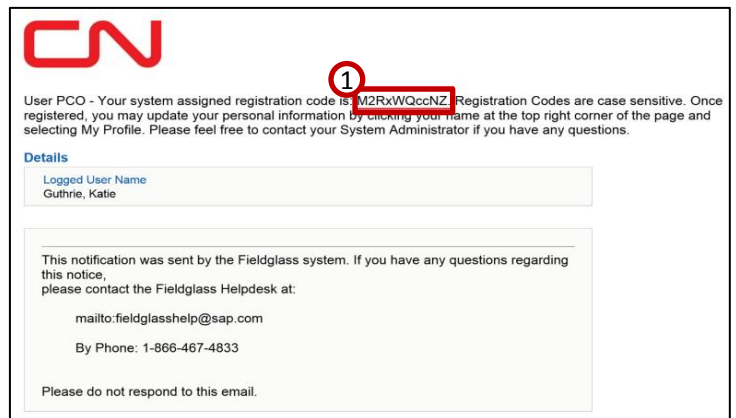




To complete your Fieldglass registration:

1. Copy the temporary registration code found in the Registration email.

> **Note**: To copy text, highlight the text and press **Ctrl-C**, or right click and select **Copy**.

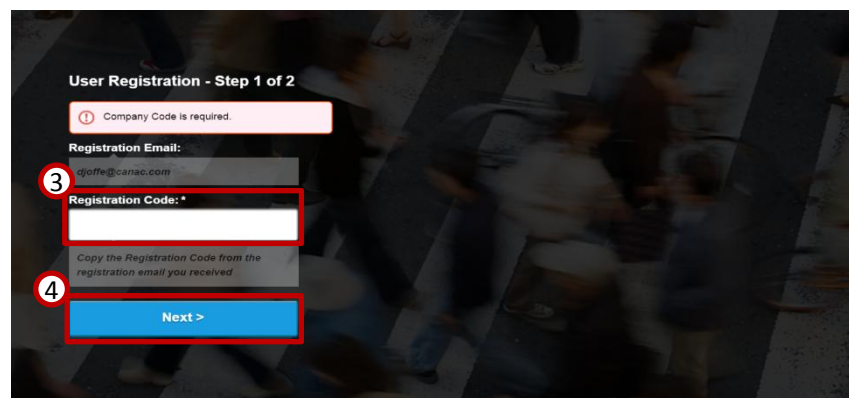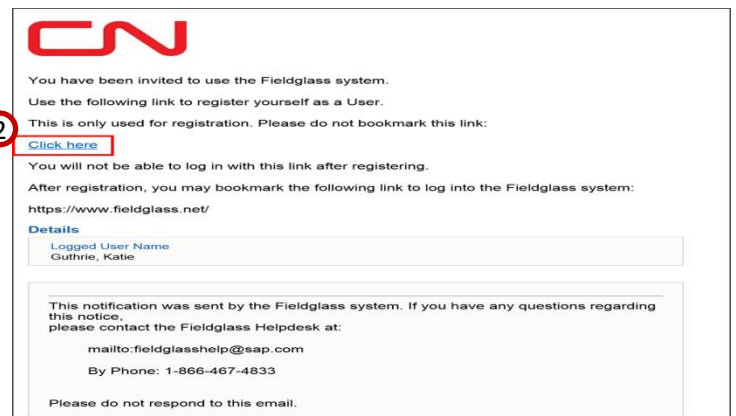2. Click the link in the second email to go to the Fieldglass Registration website.



3. Paste the temporary registration code into the **Registration Code** field.

> **Note**: To paste copied text, press **Ctrl-V** or right click and select **Paste.**

4. Click **Next**.

5. Enter a **Username**, **Password**, **Password Confirmation**, **Secret Question**, **Answer to Secret Question** and **Answer Confirmation**.

💡 **Note**: The **Secret Question** and **Answer to Secret Question** fields are used if you forget your password and need to reset it.

6. Review all the fields and update any fields that are not accurate.

7. Click **Sign In**.

Once you have successfully registered your Fieldglass user account, you will be able to log in using your new username and password.



## Log in to Fieldglass

Once you have completed registration, you can sign in directly to the Fieldglass application through your internet browser.

To Log in to Fieldglass:

1. Navigate to **https://www.fieldglass.net**.

2. Enter your **Username** and **Password**.

**Note**: If you forget your username or password, click **Need help signing in?** for assistance.

3. Click **Sign In**.