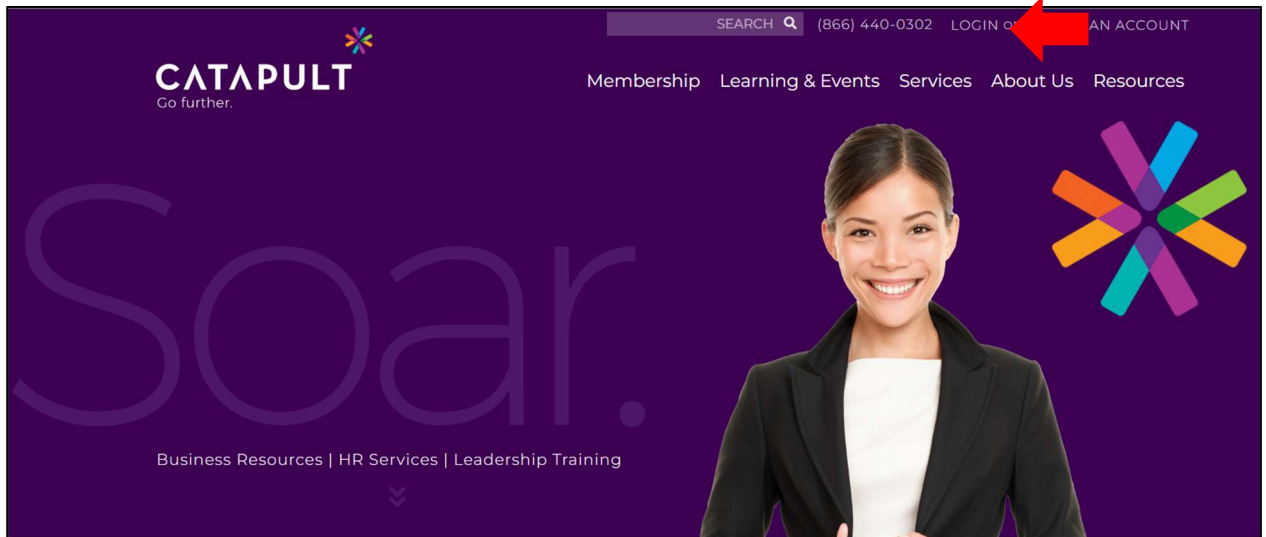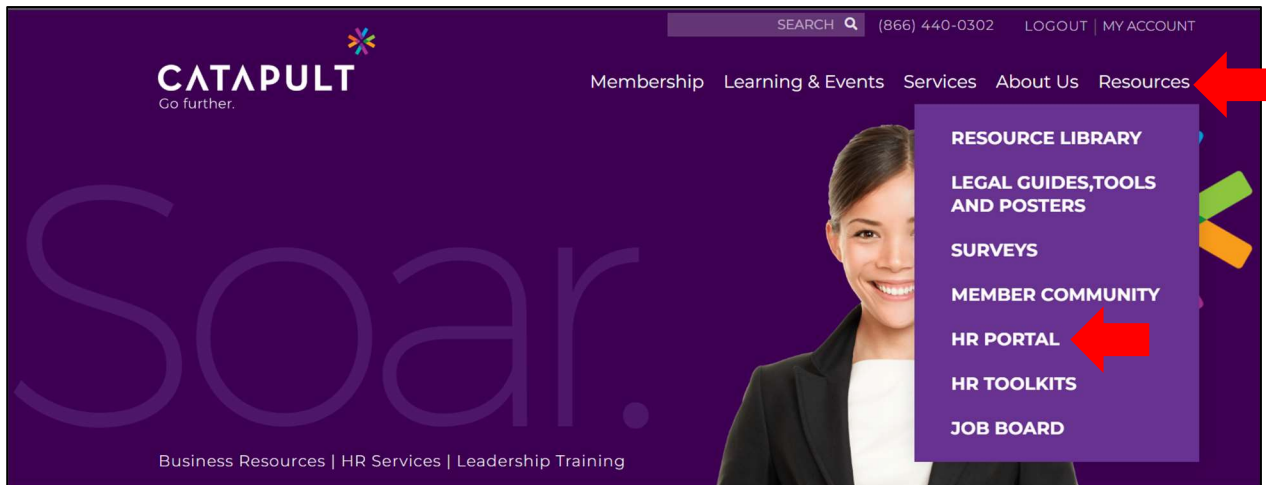## INITIAL LOGIN TO THE HR PORTAL

1. You must login into the main Catapult site – www.letscatapult.org – using your standard username and password.

2. From the main page, select "Resources" and then "HR Portal".

3. Select "Login" on this page. If you've not previously accessed the portal, you will be prompted to validate your email address. Upon future logins, you'll be automatically logged into this content site through our Catapult SSO (single sign-on) anytime you are logged in with your existing Member credentials.
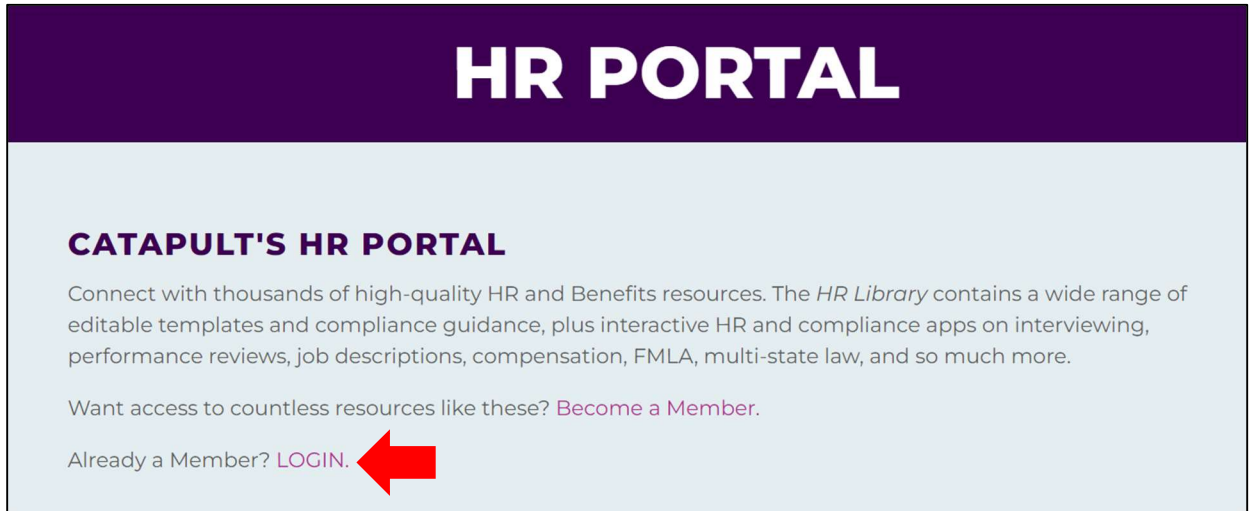

4. You will be presented with a page to create an account with Zywave, the platform to access our content portal. The username or email address field should pre-populate with your email address. Click the "Continue" button.
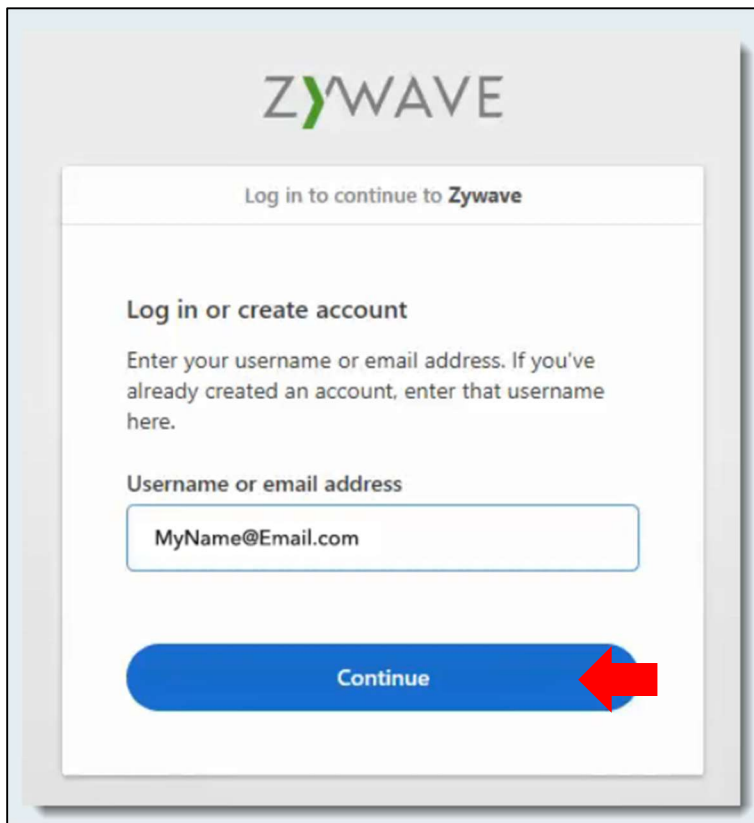
5. A message on the screen will indicate that a verification email was sent to your email address.
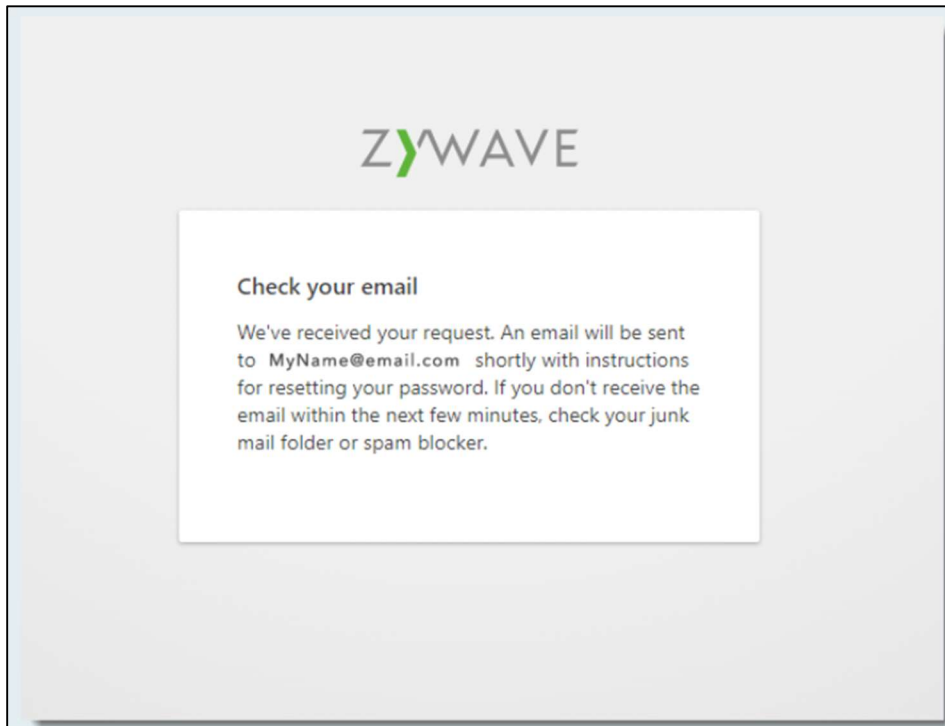
6. Navigate to your email inbox. Find and open the message from Zywave to "Verify Your Email Address" and click on the "Verify Email" button.
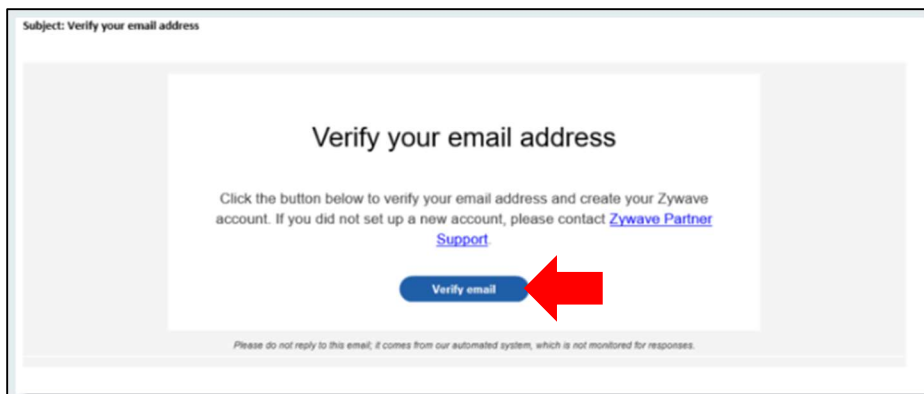
7. A new browser window or tab will open with the "Create account" form. Notice your email (same as username) at the top of the screen, as well as your First Name and Last Name fields are pre-populated. Verify this information and click on the "Create Account" button.

8. On the next screen, you will confirm your permission to allow Zywave to log you in using the Catapult single-sign-on process. Review the summary of your Username, First Name, Last Name, and Email fields, then click the "Confirm" button.

9. The next screen asks whether you want Zywave to remember you or not remember you. You may choose either option to continue.
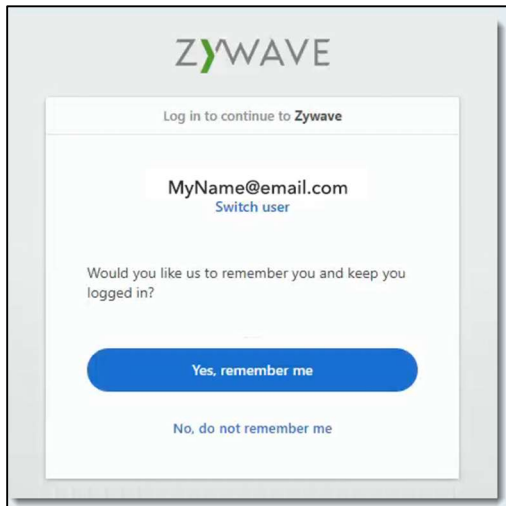
10. Congratulations! You are now logged into the Catapult HR Portal!