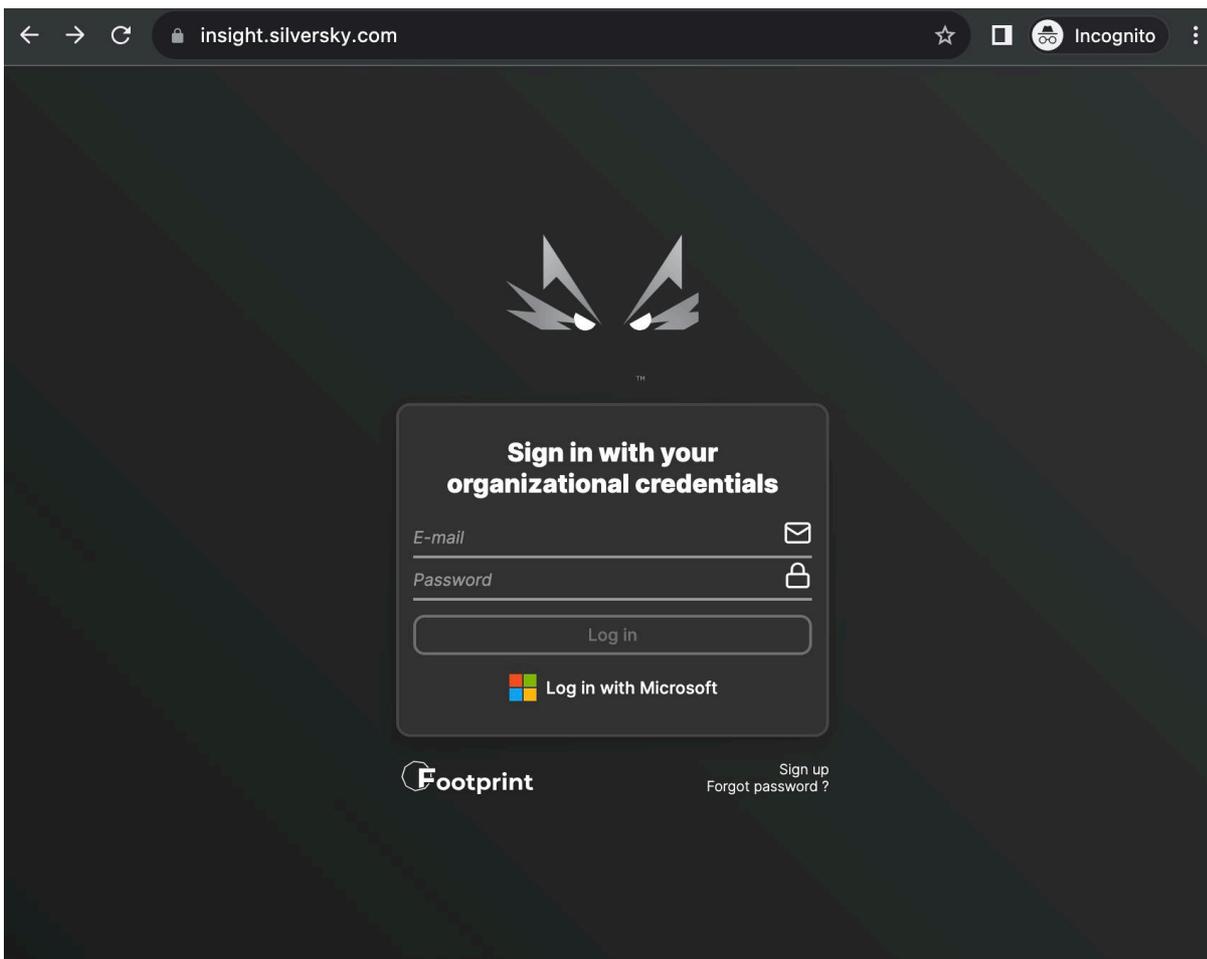


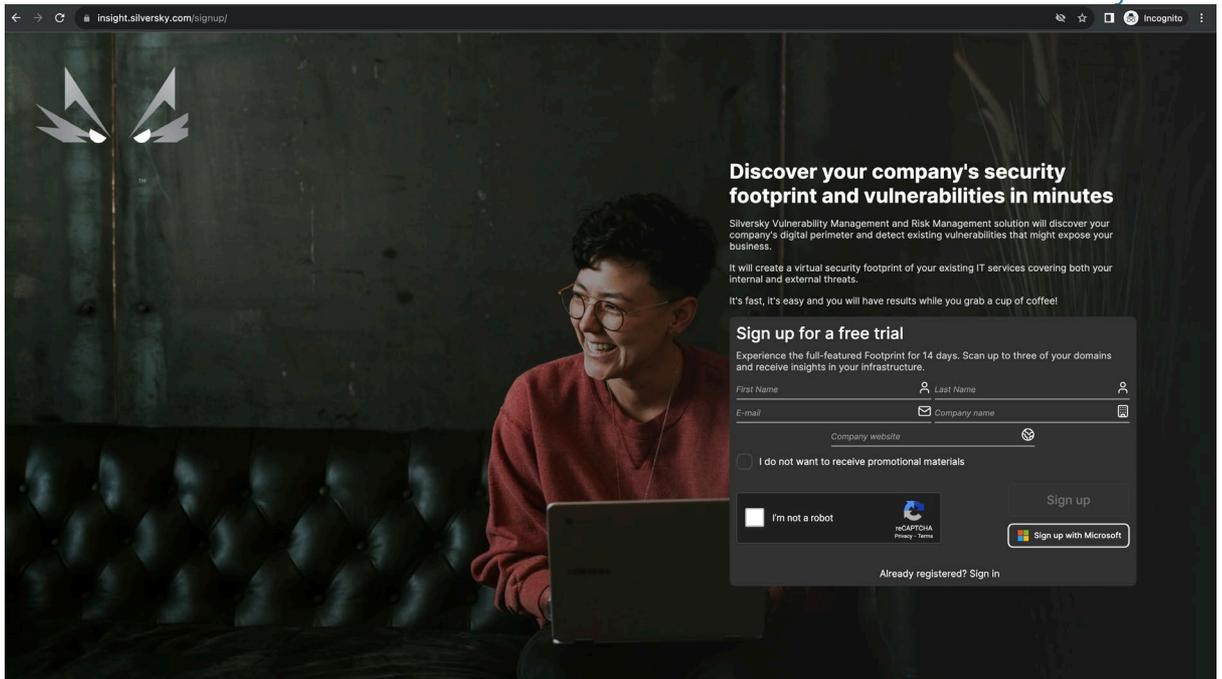
How To Guide – Accessing Insight

This guide presents the steps required to access your Insight account.

1. Access <https://insight.silversky.com>. The link will direct you to the Insight Login page.



2. (If needed) Create an account using the [Sign Up](#) option displayed on the bottom right corner of the Login menu. If we did not provide you with a username & password, then you must create an account. There are two options for this:
 - a. Simple account creation. After pressing the [Sign Up](#) option, fill in the form using the required details (first/last name, e-mail, and company website).



- b. Microsoft-based account creation. You can also use an existing Microsoft account to sign up by pressing the *Sign up with Microsoft* button.

Once the Insight account is created, your partner must approve your account. You will receive a notification via e-mail once the account is ready to use.

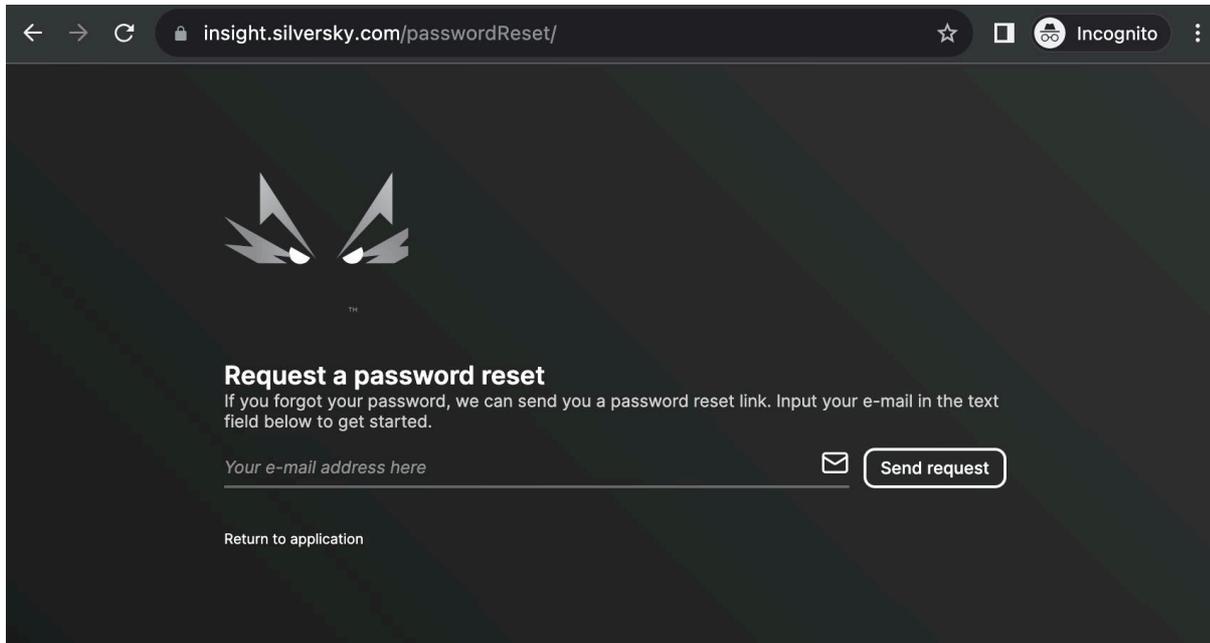
3. Access your account. There are two options to login into your account once it is created and approved.
 - a. Local Login. Use the username & password received from SilverSky or created during the simple account creation process presented in step 2. A. above.
 - b. Microsoft Log In. Press the *Log in with Microsoft* button and sign into your Microsoft account.

Don't forget that the Microsoft account must be the same one as the one used to create the Insight account (see step 2. b above).

If you have multiple organizations/tenants attached to your account, a pop-up will be displayed asking you to choose one. If you have only one attached organization/tenant, then you will directly access the account on that organization/tenant.



4. (If needed) Reset the password using the [Forgot password?](#) option displayed on the bottom right corner of the Login menu. Enter your e-mail in the appropriate field and then click the password reset link received via e-mail.



Don't forget that the password recovery link received via e-mail expires in 24 hours.