

# How to Log Into Family Systems

To access family systems, you must first sign into the authentication portal.

## Step 1

Open a web browser and go to the authentication website.

## Step 2

You will see a login page with two boxes.

Enter your email address in the username field.

Enter your password in the password field.

## Step 3

Click the button labeled "Sign In".

## Step 4

After logging in, you will be taken to a dashboard where you can choose which system to open.

Examples of options you may see include documents, archive, or status monitoring.

If you forget your password, contact the system administrator for assistance.

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