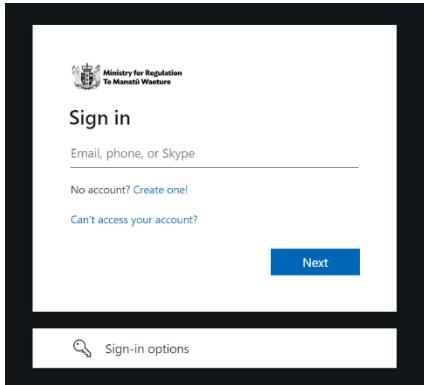




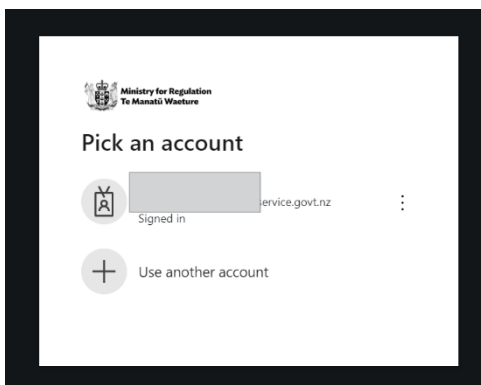
## Logging in to RegRoom for the first time

1. If you are not already signed in to your own organisation, you will see the screen below. Use your standard user credentials (i.e [username@organisation.govt.nz](mailto:username@organisation.govt.nz)) to log in.

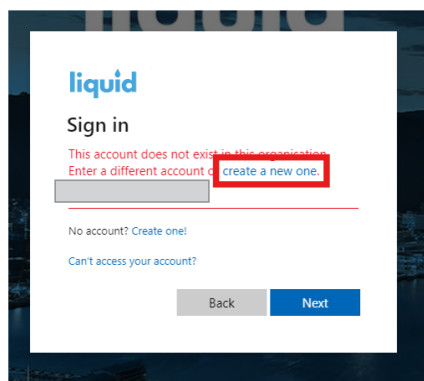
If your organisation has configured multi-factor authentication (MFA), you may need to complete the MFA process.



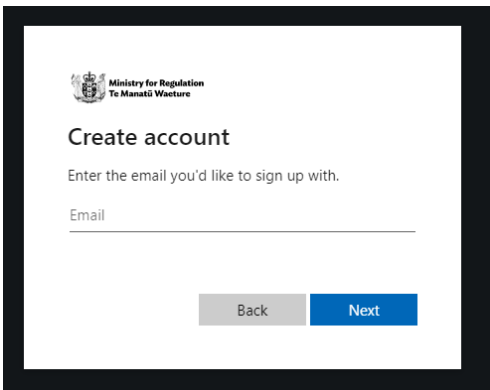
2. If you are already signed in to your organisation, you will see the following screen. Select the account that you are signed in with and it will try to log you in to the LMS.



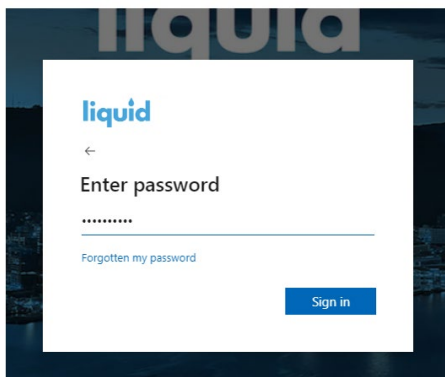
If this is the first time you have logged in to the LMS, then you will see the following screen. Select 'Create a new One'.



Enter your email:



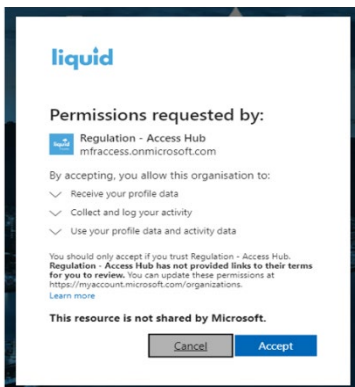
Enter your password and complete the MFA Prompt here if required.



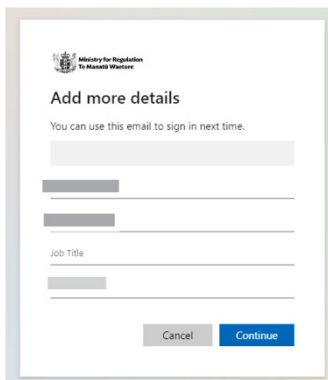
Note: If you're asked to register for MFA then your standard user login is not protected with MFA. Because MFA is required to access, this will register a new MFA against the LMS Environment. Please just follow the necessary prompts.

Further information on what this looks like, can be found here [Microsoft MFA registration instructions](#)

You will then see the screen as below - click 'Accept'.



Enter your personal details when prompted – click 'Continue'.



You will then be prompted to review and either accept or decline a site privacy policy. This policy refers to the data we collect through your log in process and how your data is tracked and used in the system. If you do not accept this, your sign in process will be aborted. If you click accept you will be taken through to the dashboard for RegRoom.

Congratulations – you are now logged in!

Please note: Future log ins should only require Single Sign On (SSO). The site privacy policy will also only appear in your first log in.

Any issues with logging in, please email [capability@regulation.govt.nz](mailto:capability@regulation.govt.nz)