

Client's User Guide

Accessing Your Member's Area

Please ensure your internet browser is set to Google Chrome at all times when using the SparkSafe LtP System.

Connecting Competency 🛟 Contracts

1. Accessing Your Member's Area

Start-up your internet browser, type the SparkSafe website - <u>www.sparksafeltp.co.uk</u> into the address bar and press enter. You should be directed to SparkSafe LtP homepage (Fig. 1.1) as shown below.

SparkSafe. Licence to Practice				APPLY LOG IN
Electrical Workers Electrical Co	ntractors Main Contractors			About Sparksafe
F	IND A SPARKSAFE LICENC	ED ELECTRICAL WORKER	Q Good for Main Contractors	
		Log in and manage your connections		

Fig. 1.1

Login Screen

To access the Client Member's Area, users must click on the "Log in" option which can be found beside the "Apply" button on the global navigation (Fig 1.2).

SparkSafe. Licence to Practice	and and a second se			APPLY LOG IN
Electrical Workers E	lectrical Contractors	Main Contractors		About Sparksafe
	You Are Here » H	sme>Log in	LOG IN User Name: Password: Log in Forgot User Name Forgot Password Resend Verification Email	
			Registered with The Churity Commission for Northern Ireland NICLI01034	

Users must then enter their User Name and Password (emailed to you by the SparkSafe Team) and click the Log in button. If the login details match, then the user will be taken to the Client Members Area (Fig. 1.3).

Fig. 1.3

SparkSafe. Licence to Practice									AP	PLY	MEMBERS AREA
Electrical Workers	Electrical Contractors	Aain Contractors									About Sparksafe
	You Are Here » Membe	rs Area					Logged in as SparkSa	ifeAdmin as pennymcn	nullan <mark>Log.out</mark>		
	LIVE PROJECTS										
	Project Title	Project Number	Main Contractor	Location	Expecte	d Project Start Date	Expected Project End Date	Project Status	View		
	Test Project 1	1236	Test McMullan Ltd	Antrim	24/10/201	6	24/10/2017	Live	Θ		
							I	Mew More View S	selected		
	MY PRO	FILE				MANAGE	PROJECTS				
	Edit Profile					Create New					
	Manage Users					Live Projects					
						Closed Projects					
						Search Projects					
			Reg	jistered with The	Charity Comm	sission for Northern Ireland Ni	C101034				

Invalid Login

If the login details do not match (i.e. the user entered the incorrect User Name and/or Password) the warning message below will be displayed (Fig. 1.4).

SparkSafe. Licence to Practice		APPLY LOG IN
Electrical Workers Electrical Contractors Main Contractors		About Sparksafe
Llectrical Workers Llectrical Contractors Main Contractors	LOG IN The User Name: sparksafeadmin Password: Log in Forgot User Name	About Sparksafe
	Resend Verification Email	
	Registered with The Charity Commission for Northern Ireland NIC103034	

Invalid Login - Locked Account

If you enter your User Name and/or Password incorrectly three times or more, you will be locked out of the system. If your account has been locked, the warning message below (Fig. 1.5) will be displayed. Please note that user accounts can only be unlocked by the SparkSafe Team. Therefore, please take care when providing your login details.

Fig 1.5

SparkSafe. Licence to Practice			APPLY	LOG IN
Electrical Workers Electrical Contra	ictors Main Contractors		About	Sparksafe
Yau Are	Here » Home > Log in	LOG IN This account has been locked, due to a number of failed login attempts. Please contact SparkSafe on 028 2560 6835 User Name: mcmullan2016 Password: Log in Forgot User Name Forgot User Name Forgot Password		
		Resend Verification Email		

Forgot User Name

If you have forgotten your User Name, click on the "Forgot User Name" option below the login area (Fig 1.6).

SparkSafe.				APPLY LOG IN
Electrical Workers	Electrical Contractors	Main Contractors		About Sparksafe
	You Are Here » H	iome > Log in		
			LOG IN	
			User Name:	
			Password:	
			Log in	
			Forgot User Name	
			Forgot Password	

You will then be asked to enter the email address associated to your account (Fig. 1.7).

Fig. 1.7

SparkSafe. Licence to Practice		APPLY	LOG IN
Electrical Workers	Electrical Contractors Main Contractors	About	Sparksafe
	Please enter the email address associated to your Account. Email address: Submit Return to login screen		

If you enter an email address that is recognised by the system, an email reminder will be sent listing the User Name associated to the email address provided.

Once you have entered your email address, the screen will be updated to let the user know an email has been sent (Fig. 1.8).

Fig. 3	1.8
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SparkSafe.		APPLY LOG IN
Electrical Workers	ectrical Contractors Main Contractors	About Sparksafe
	You Ave Here & FORGOTTEN USER NAME	
	Please enter the email address associated to your Account. An email has been sent to the email address entered. Email address: Submit Return to login screen	

If you provide an email address that is not recognised by the system, the error message below will be displayed (Fig. 1.9).

Fig. 1.9

SparkSafe.		APPLY	LOG IN
Electrical Workers			
	You Are Here »		
	FORGOTTEN USER NAME		
	Please enter the email address associated to your Account. The email address entered is not recognised. Email address: Submit Return to login screen		

Forgot Password

If you have forgotten your password, click on the "Forgot Password" option below the login area (Fig. 1.10).

SparkSafe. Licence to Practice				APPLY	LOG IN
Electrical Workers Elec	ctrical Contractors	Main Contractors		About	Sparksafe
	You Are Here » He	ome > Log in	LOG IN		
			User Name:		
			Password:		
			Log in Forgot User Name		
			Forgot Password		

You will then be asked to enter your User Name (Fig. 1.11).

Fig. 1.11

SparkSafe.				APPLY	LOG IN
Electrical Workers	Electrical Contractors	Main Contractors		Abou	t Sparksafe
	You Are Here »	GOTTEN PASS	WORD		
		User Name:" Captcha:"	Please enter the characters that can be seen		

If you enter a User Name that is recognised by the system, an email will be sent to that address listing the password associated to the User Name.

Once you have entered your User Name, the screen will be updated to let the user know an email has been sent (Fig. 1. 12).

Fig. 1.12

日 Apps 「愛 SparkSate UP en Blectrician Apprentice: ゆ Walled Garden City : ① New Tab	172.18.21.46 says: To reset your password, you must verify your email address.A verification link has been sent to your email account.	x eas	A Electricians & Electric	Social Media Strategy	Ger Lanyards	Eventbrite - Lo APPLY	g in to »

If the User Name is not recognised by the system, the error message below will be displayed by the system (Fig. 1.13).

SparkSafe.		APPLY LOG IN
Electrical Workers	Electrical Contractors Main Contractors	About Sparksafe
	You Are Here a FORGOTTEN PASSWORD	
	The user name entered is not recognized. User Name: Captcha: Please enter the characters that can be seen Captcha: Return to login screen	

Time Out Message

If you are inactive on the system for 20 minutes or more, the system will "time out". The warning message below will be displayed (Fig. 1.14).

Fig. :	1.14
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SparkSafe.				APPLY	LOG IN
Electrical Workers	Electrical Contractors	Main Contractors		Abou	t Sparksafe
	You Are Here » Ho	me > Log in			
			Vour session has timed out Please log in again to continue using SparkSafe User Name: Password: Log in		
			Forgot User Name Forgot Password Resend Verification Email		

To regain access to the system, you will have to log back into the system with your User Name and Password.

Exiting the System

If you wish to exit the system, you should always ensure that you log out. To do this you must select Log out option which is displayed below the Global Navigation (Fig. 1.15).

SparkSafe. Licence to Practice								APF	PLY	MEMBERS AREA
Electrical Workers Ele	ectrical Contractors M	lain Contractors								About Sparksafe
	You Are Here » Member	s Area				Logged in as SparkSi	afeAdmin as pennymcn	nullan <u>Log out</u> 🖣	\sim	
	LIVE PROJECTS									
	Project Title	Project Number	Main Contractor	Location	Expected Project Start Date	Expected Project End Date	Project Status	View		
	Test Project 1	1236	Test McMullan Ltd	Antrim	24/10/2016	24/10/2017	Live	0		
MY PROFILE Edit Profile Manage Users			MANAGE Create New Live Projects Closed Projects Search Projects	PROJECTS	View More View \$	Selected				
			Reg	istered with The	Charity Commission for Northern Ireland N	KC101034				

You will then be directed to the Log in Screen (Fig. 1.16).

SparkSafe.				APPLY	LOG IN
Electrical Workers	Electrical Contractors	Main Contractors		Abou	Sparksafe
	You Are Here » H	iome > Log in			
			LOG IN		
			User Name:		
			Password:		
			Log in		
			Forgot User Name Forgot Password		