

GAIASCREEN USER GUIDE

For Employees

i This document will introduce you how to initialize your GaiaScreen user account (for employees).

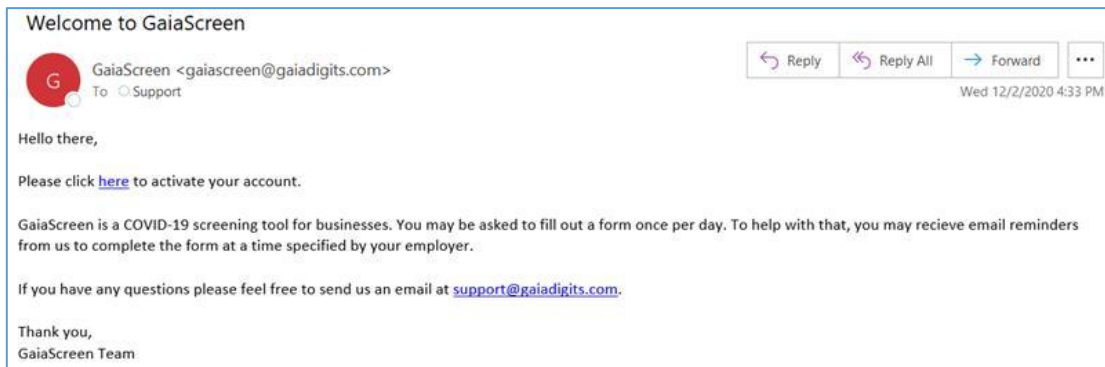
ACTIVATE YOUR ACCOUNT

i Administrator will add the users into the system, then users will receive the activation email.

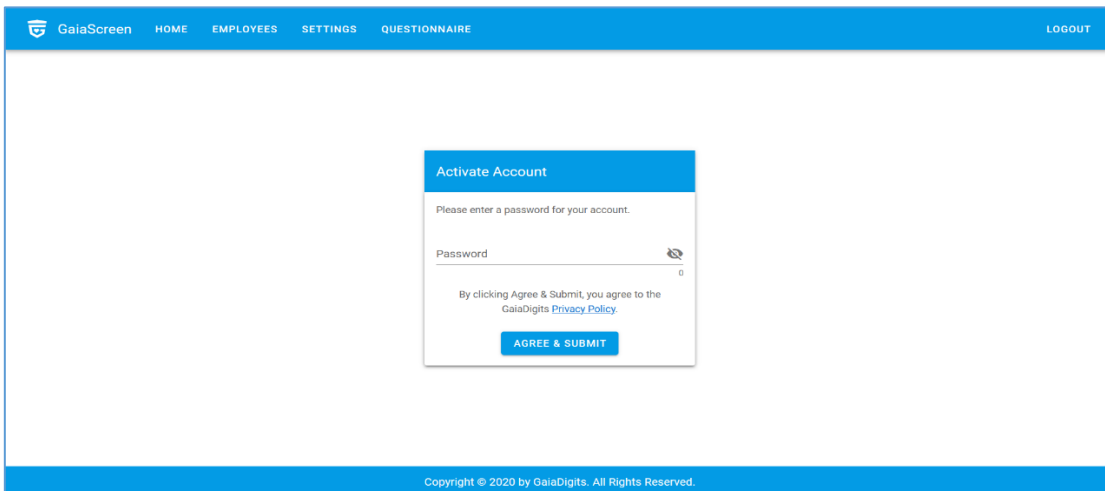
Please do not use the "Register" function on GaiaScreen login page to add any employee accounts.

Initialize Password

- Step1: Check your email inbox. Click the link in that email to open setup page.



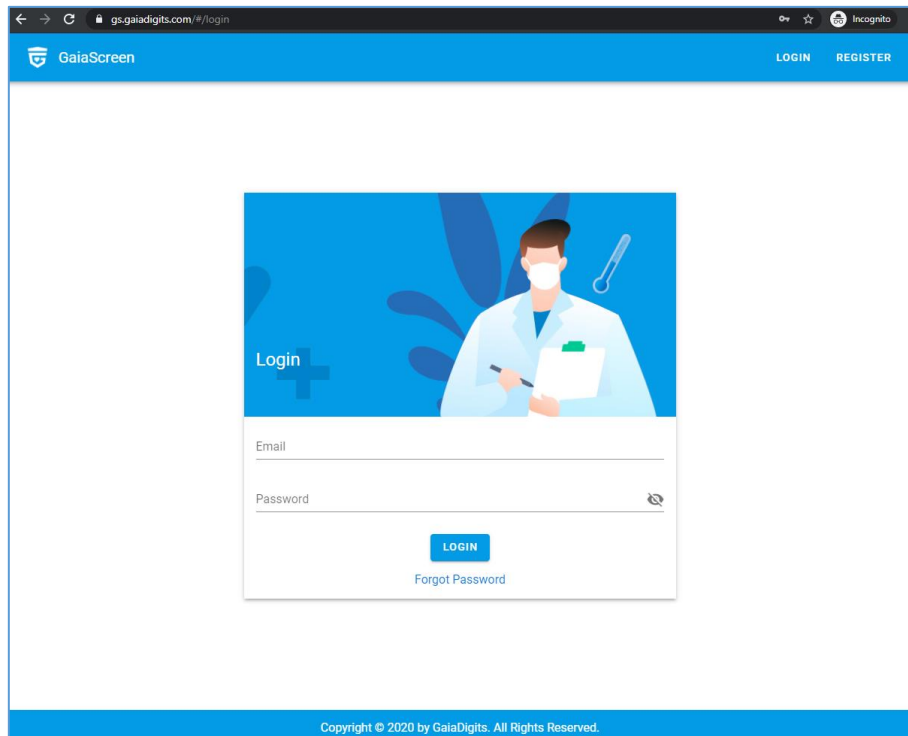
- Step2: Enter your new password.



- Step3: Click “Agree & Submit” button. You will be redirected to the login page.

Login GaiaScreen

- Step 1: Open login page by entering <https://gs.gaiaidigits.com/> in your web browser.



- Step 2: Enter your email address and password.
- Step 3: Click “login” button.
- Step 4: Fill out all the question and click “Submit” button.