One Door Consultant

Account Creation & Access Management



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What’s in this User Guide

Create Your Consultant Account

Guides new One Door users through the steps to create a consultant account.

Managing Your Account

Guides One Door users in updating their profile and password.

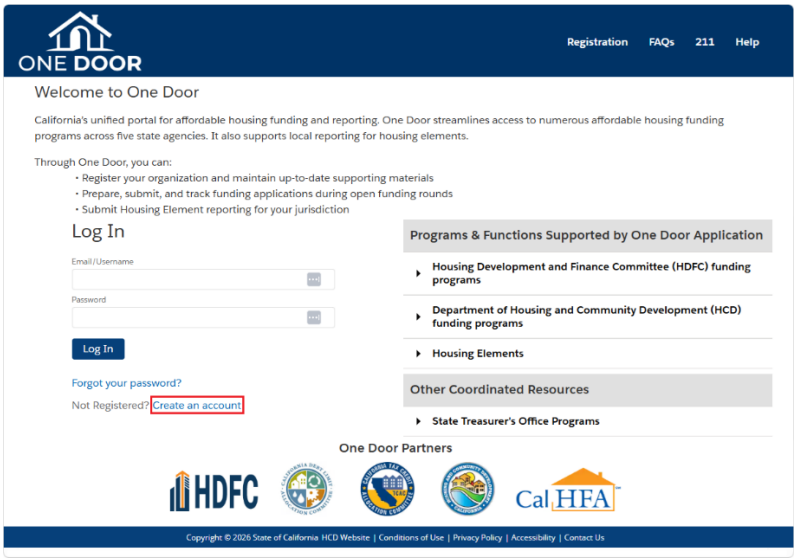
Create Your Consultant Account

Create Your Account & Change Password

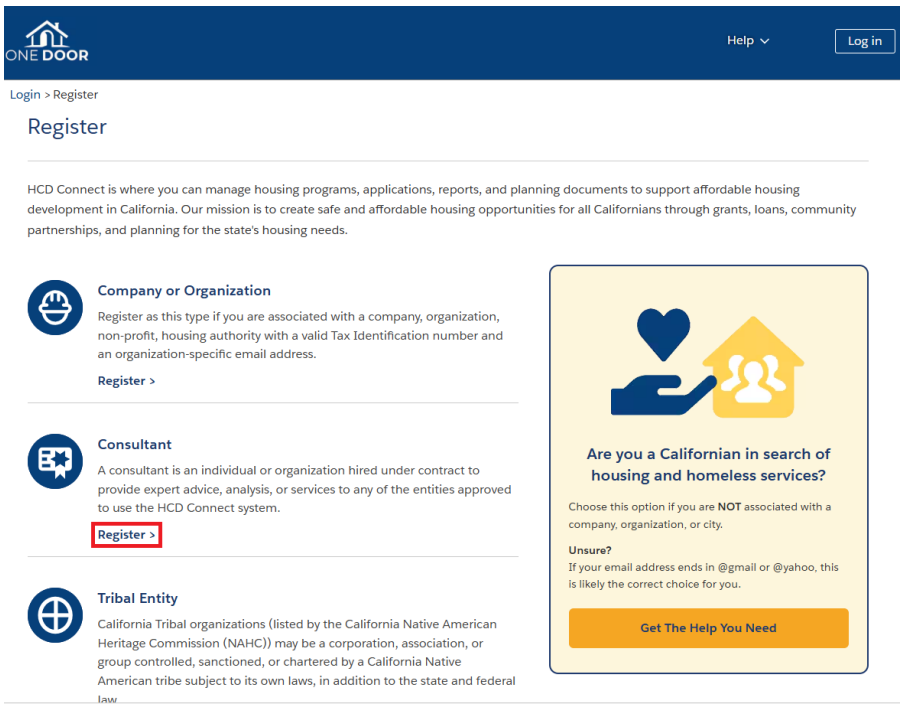
1. Click the **One Door** link or copy the link into your preferred web browser:

https://hcd.my.site.com/hcdconnect

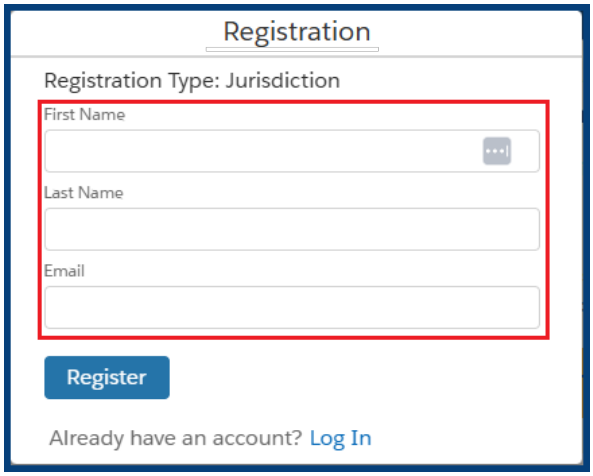
2. Click the Create an account link



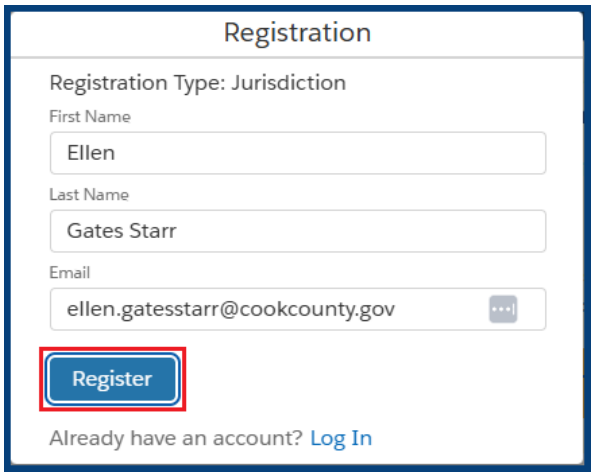
3. Click the **Register** link under Consultant



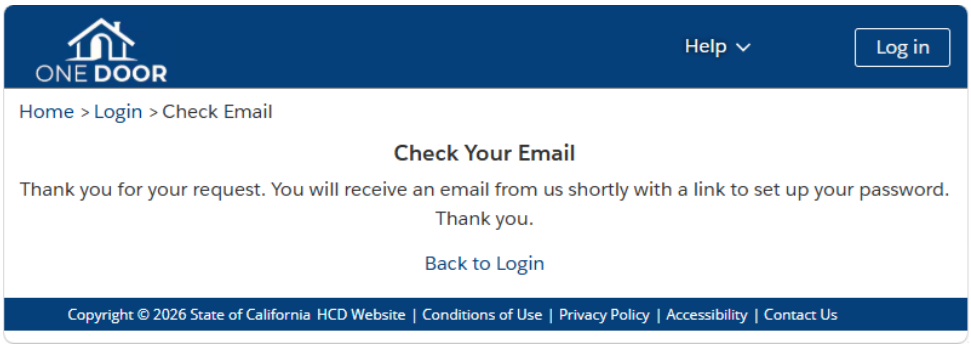
4. Enter your:
   - First Name
   - Last Name
   - Email



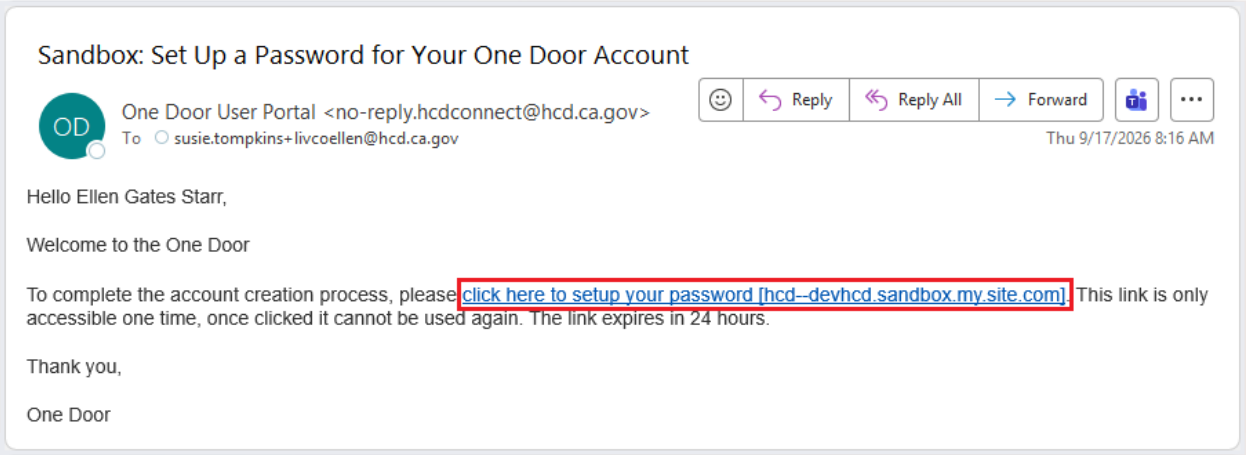
5. Click the **Register** button



Note: The Check Your Email screen will appear.



6. Click the link in the email or copy the link into your preferred web browser



Note: The Change Your Password screen will appear.

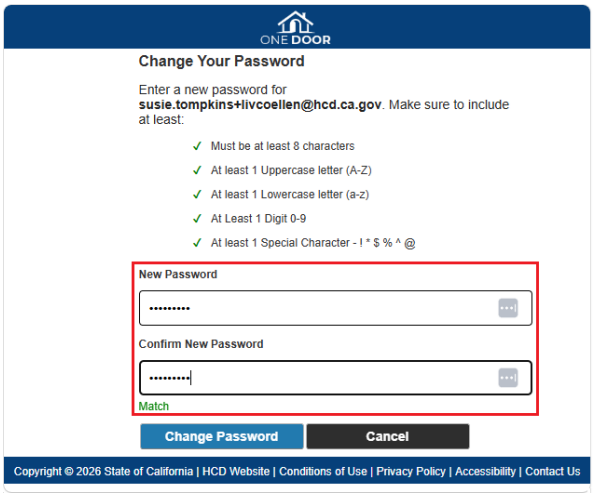
7. Enter a password in New Password and Confirm New Password

Your password must include:

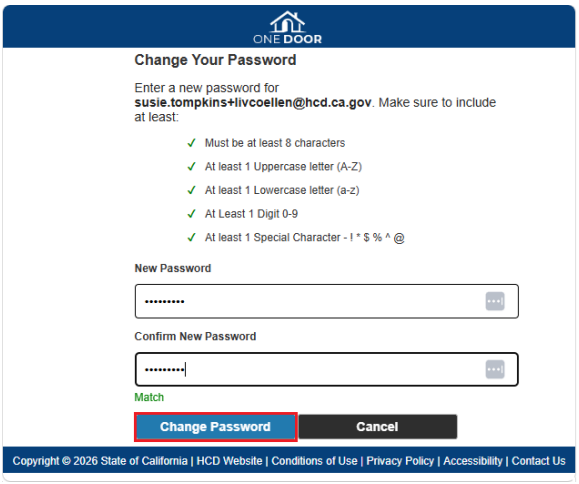
- ✓ Minimum 8 characters
- ✓ 1 uppercase letter
- ✓ 1 lowercase letter
- ✓ 1 number
- ✓ 1 special character (!, %, etc.)

Green checks appear as each requirement is met.

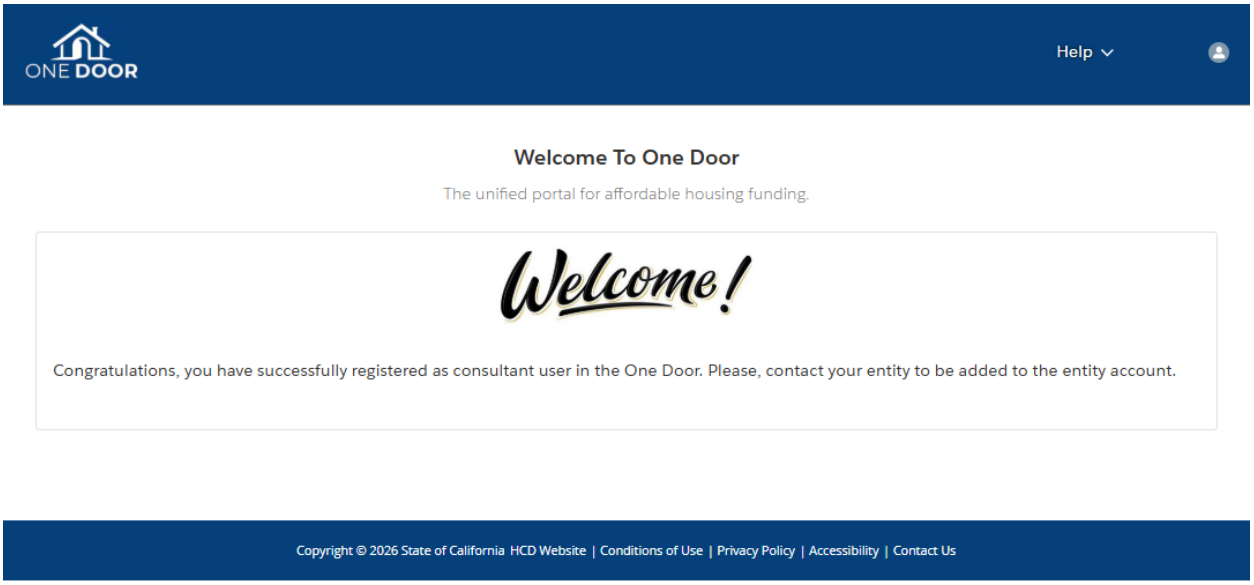
Match will show in green below **Confirm New Password** when the passwords match and meet the requirements.



8. Click the **Change Password** button



Note: The Welcome screen will appear. In order to proceed, please contact your entity to be added as a consultant to the entity account.



Note: Once you receive the email below, you can log in.

Hello Jake,

Congratulations, your account is now associated with "LexCorp", you can log into the portal by clicking on: Click Here [hcd--devhcd.sandbox.my.site.com]

Thank you,

One Door

Managing Your Account

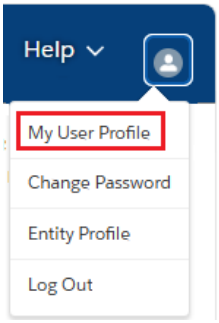
Update Your User Profile

1. Click the profile icon on the far right of the navigation bar



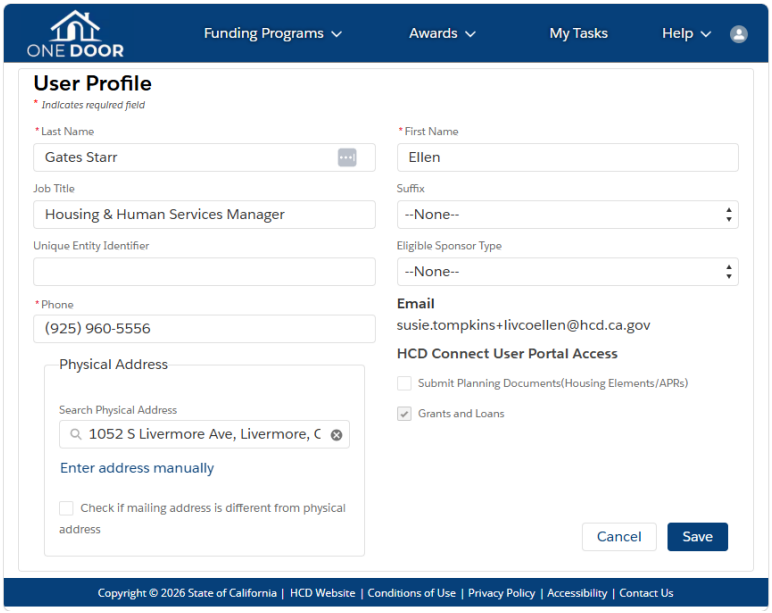
2. Click the **User Profile** link

Note: The User Profile screen will appear.



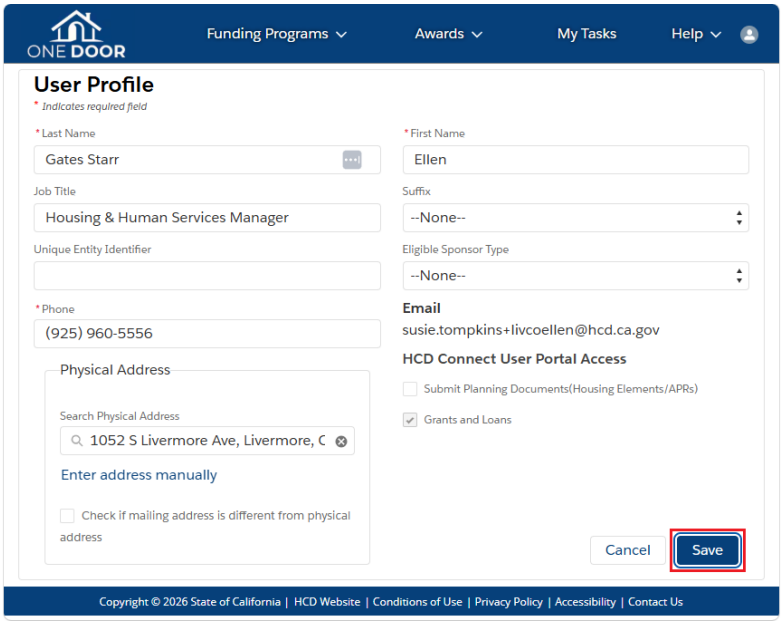
3. Update your information

Note: You cannot change your email. If your email changes, create a support request so the One Door support team may assist.



4. Click the **Save** button

Note: The One Door Home screen will appear.



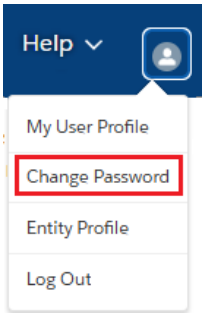
Change Your Password

1. Click the profile icon on the far right of the navigation bar

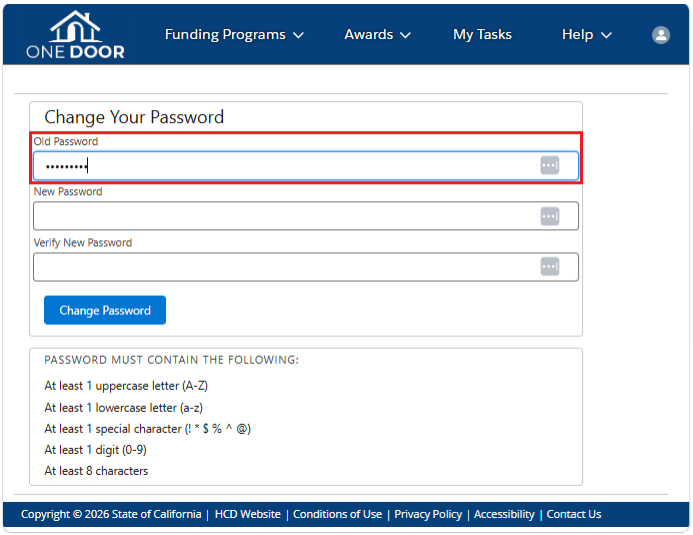


2. Click the Change Password link

Note: The Change Your Password screen will appear.



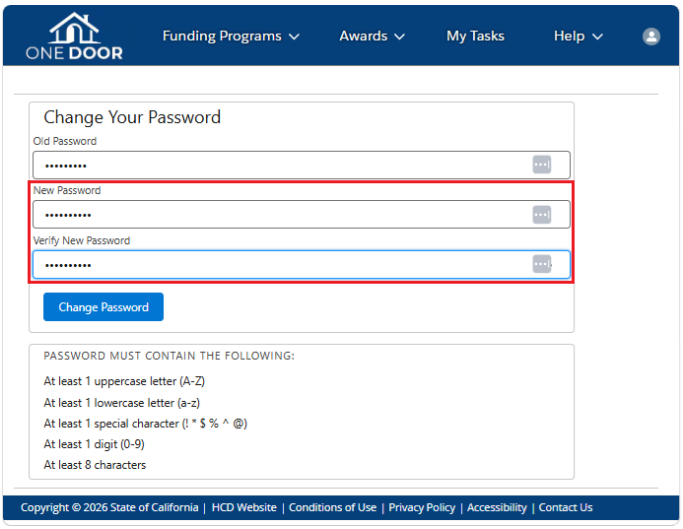
3. Enter your current password



4. Enter your new password in **New Password** and **Verify New Password**

Your password must include:

- ✓ Minimum 8 characters
- ✓ 1 uppercase letter
- ✓ 1 lowercase letter
- ✓ 1 number
- ✓ 1 special character (!, %, etc.)



5. Click the **Change Password** button

