

Client Login

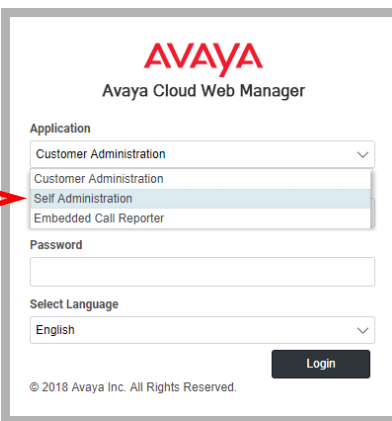
I WOULD LIKE TO...

Once you have purchased Avaya Cloud and it has been configured by your administrator, the first thing you need to do as a user is login.

Your admin will provide you with the web site, a username and password.

LET'S DO IT

- In a web browser, enter the address for the Avaya Cloud site for your company given to you by the admin.
- On the login screen, under **Application**, select **Self Administration** from the dropdown menu.



The screenshot shows the Avaya Cloud Web Manager login interface. At the top, the Avaya logo and 'Avaya Cloud Web Manager' are displayed. Below this is the 'Application' dropdown menu, which is currently open and shows three options: 'Customer Administration', 'Self Administration' (which is highlighted in blue), and 'Embedded Call Reporter'. A red arrow points to the 'Self Administration' option. Below the dropdown menu are two input fields: 'Password' and 'Select Language' (set to 'English'). A 'Login' button is located at the bottom right of the form. At the very bottom, there is a copyright notice: '© 2018 Avaya Inc. All Rights Reserved.'

- Enter the User Name and Password provided for you by your administrator.
- Click the **Login** button.

And there you have it. You are logged in and ready to manage your calls using this console.