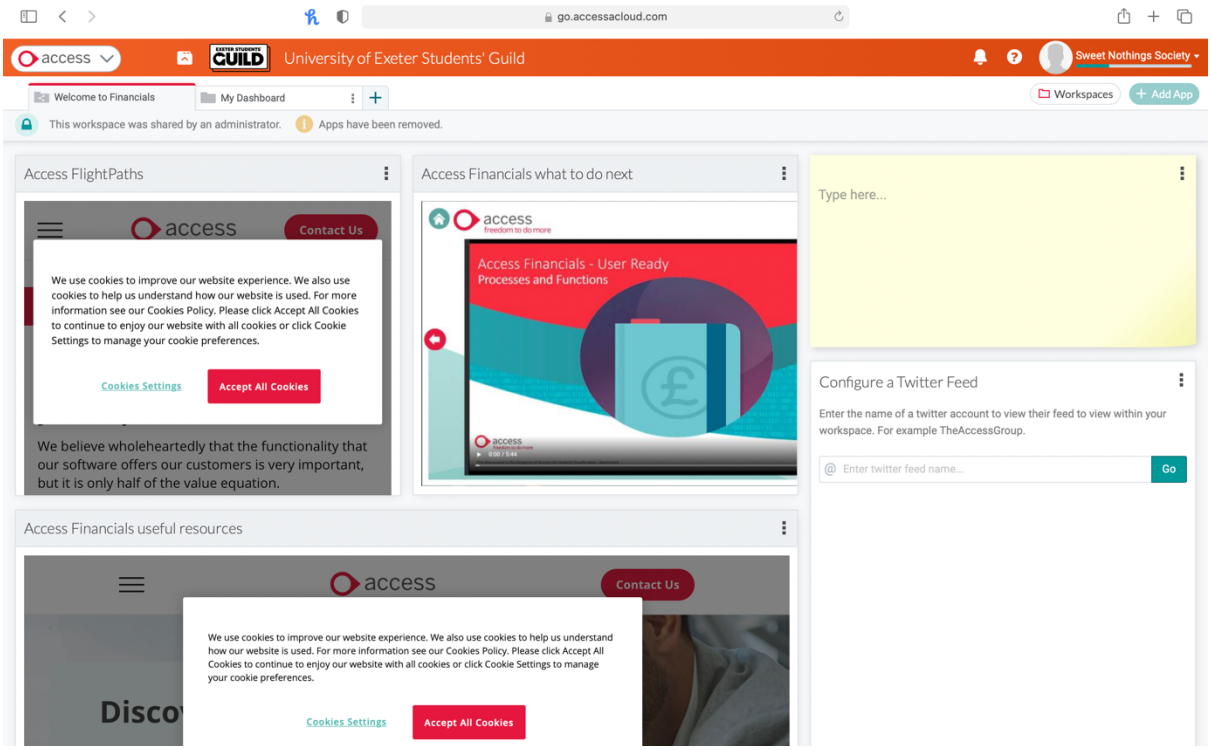
Access Instructions

The activities team should have sent you an email inviting you to join ‘Access’ – the new way to access your society finances.

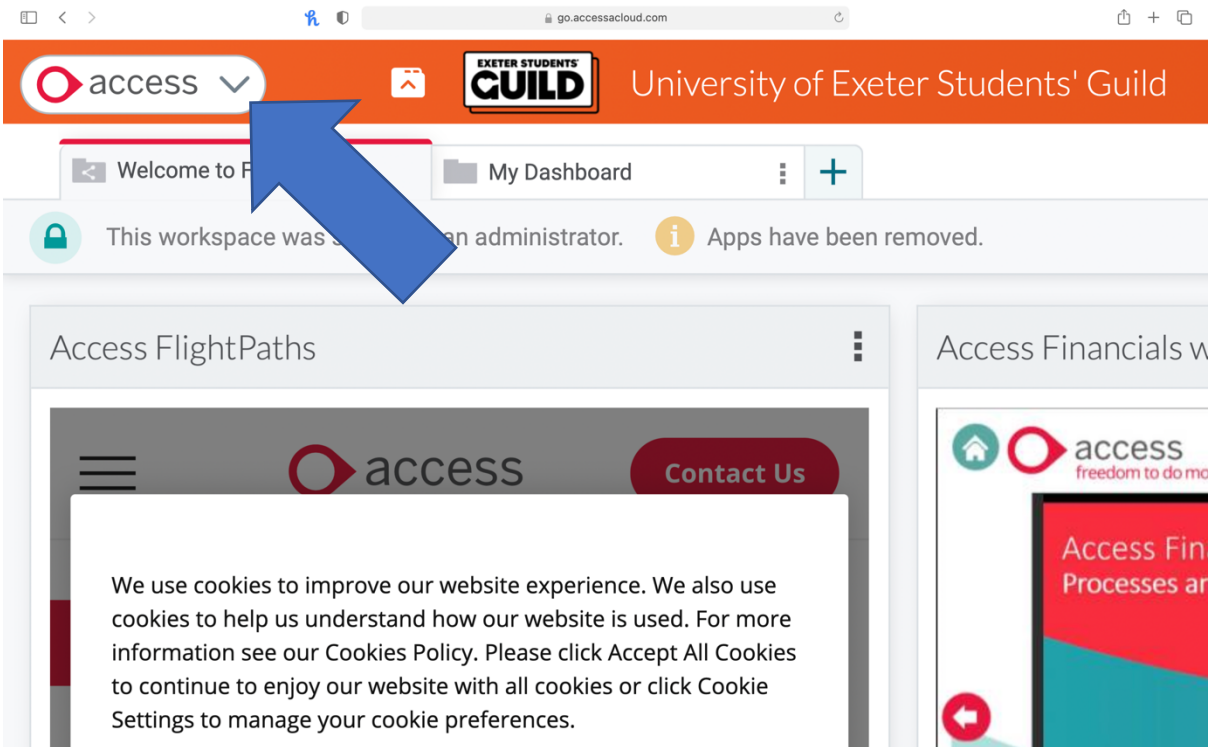
Click on the link in the email, which takes you to the login page where you can set up a password (this can be anything you like, just remember it!)

Now you should be in, with something that looks like this:

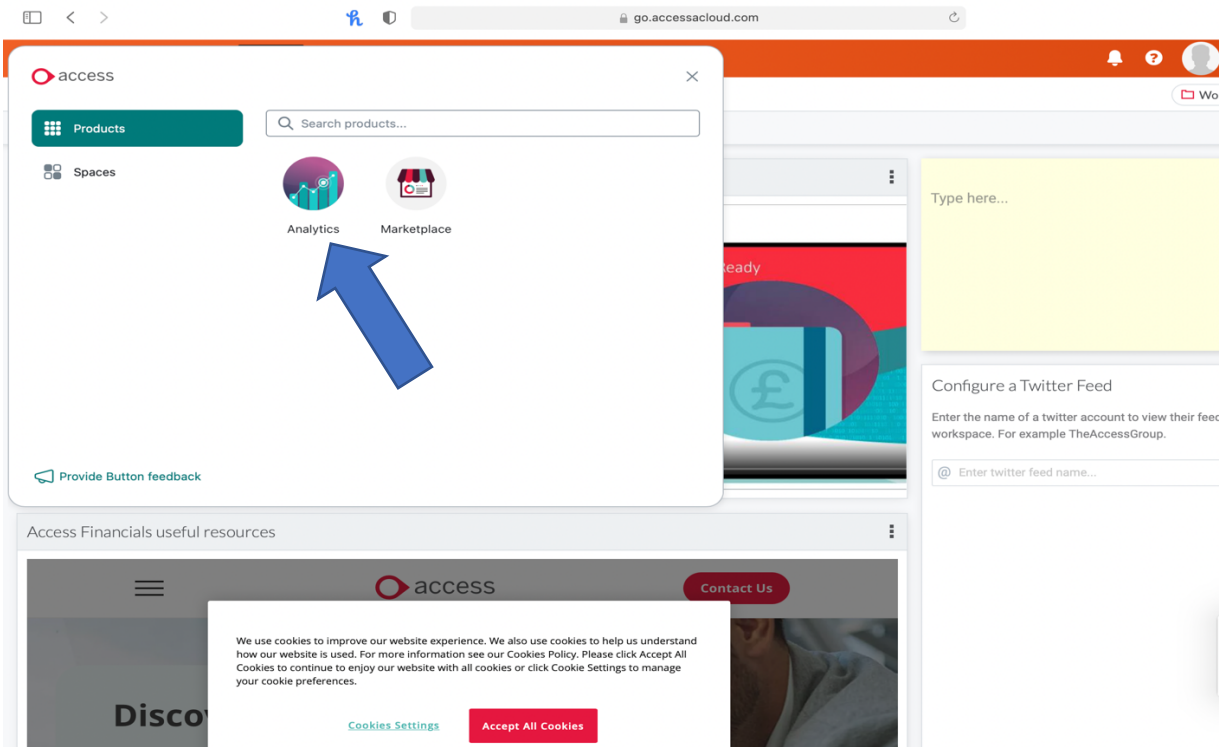


You shouldn’t be able to see any numbers or anything to do with your finances YET – don’t worry, we’re getting to that.

Next you want to click on the access button in the top left of the dashboard:

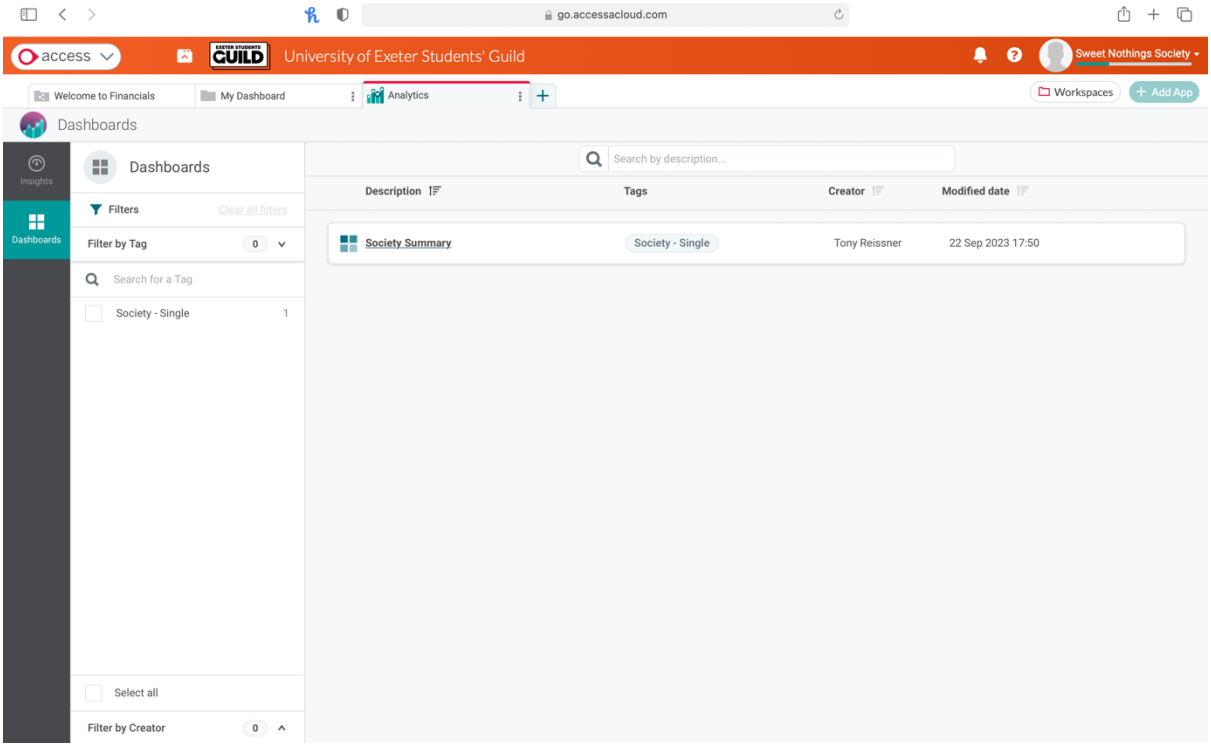


Once you have clicked on this, then it should come up with a choice to either see your 'Analytics' or 'Marketplace' – you want to click on 'ANALYTICS'

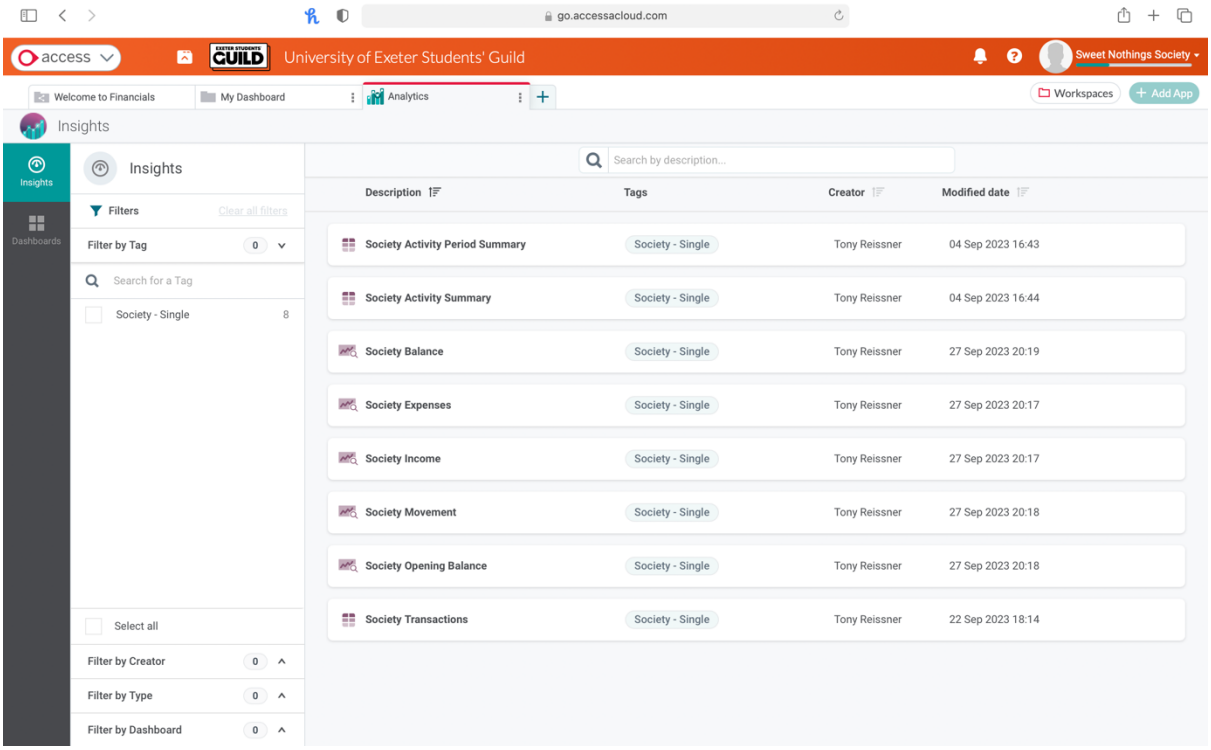


Now you should have an extra tab next to the ‘Welcome’ and ‘My Dashboard’ that says ‘Analytics’.

Here you can view the summary of your society finances:



You can also view all transactions regarding your society account under ‘insights’, that looks like this:



And that’s it! It’s all set up for you for the year!