## New User Guide



## Welcome to SAMIS

- 1. New users will receive a SAMIS invitation email from Escambia Children's Trust.
- 2. The email provides login instructions along with a username and password.
- Click on the "Visit Site" button or enter <u>https://escambia.samis.io/</u> to go to the SAMIS login page.
- 4. To login to SAMIS, enter your username and password provided in the invitation email .

## Sample Invitation Email

To: ecttest32504@yahoo.com  External images are now more secure, and shown by default. Change in Settings	
Sternal images are now more secure, and shown by default. Change in Settings	
Congratulations, you have been invited to become a member of Escambia Children's Trust.	
Welcome to SAMIS	
To log into our customized web site, go to: https://escambia.samis.io/ and use the following information to sign in as a "registered user":	
Username: ecttes/32504@yahoo.com Password: R3VVzp*g	
Once you have entered the login information shown above just press the "Sign In" button and you will be taken into our customized web site.	

5. You will then be asked to enter a new password and agree to the Terms of Use before entering SAMIS.

Reset Password Ver passed for a the defense of the a temporary serve. Please enter a new persend factore to access the system.	Before using this site, you must agree to the terms and conditions of use.
Charge Password #	Terms of Use - 1/18/2011 - Version 2.0 BY CLICKING A BOX OR PRESSING A BUTTON INDICATING YOUR ACCEPTANCE YOU AGREE TO THESE TERMS OF USE. IF YOU ARE USING THIS WEB SITE ON BEHALF OF A COMPANY OR OTHER LEGAL ENTITY, YOU REPRESENT THAT YOU HAVE THE AUTHORITY TO BIND SUCH ENTITY TO THESE TERMS OF USE, IN WHICH CASE THE TERMS "YOU" OR "YOUR" SHALL REFER TO SUCH ENTITY AND ILS AFFLIATES. IF YOU DO NOT HAVE SUCH AUTHORITY TO THESE TERMS OF USE, IN WHICH CASE THE AGREE WITH THESE TERMS OF USE, YOU SHOULD SEEK LEGAL COURSEL, NOT ACCEPT THE TERMS OF USE, AND NOT USE THE SERVICES.
Sociest Cargo My Facility	Definitions "Affiliate" means, with respect to a party, any entity which directly or indirectly controls, is controlled by, or is under common control with such party. I Agree I Do Not Agree

6. Click on the dropdown arrow next to your user name (top right corner of screen) to complete the your SAMIS profile.

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PROFILE	ALERTS	🖋 What's New	Latest Updates
YAHOO TEST STONE Another Sunny Day		UPDATE PROFILE	
ecttest32504@ USA (Eastern T en	yahoo.com ime)	🔒 LOGOUT	