

Activating Your New Smartsheet Account

VCH Email Accounts

For First Time Login:

1

<https://app.smartsheet.com/b/home>

1

Click The Link In The Email

Click the link in the email sent by our department to open Smartsheet. This will open the Smartsheet sign-on page in your browser.

2

2

Sign In With Your Company Account

Click the **Sign in with your company account** button. This should automatically take you to Smartsheet's account authentication process. If you do not see the **Sign in with your company account** button, simply enter your VCH email address and click **Continue** to proceed with authenticating your account.

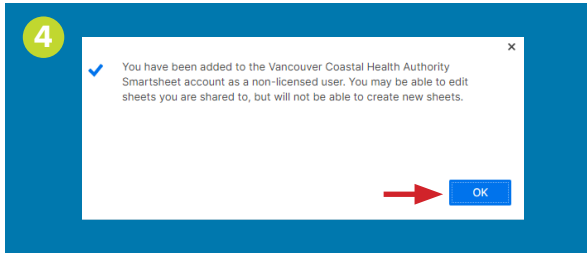
Depending how you are connecting and the browser you are using, you may be prompted for a security approval from the **MS Authenticator** app on your smartphone. Click on **Approve** to continue the process.

3

3

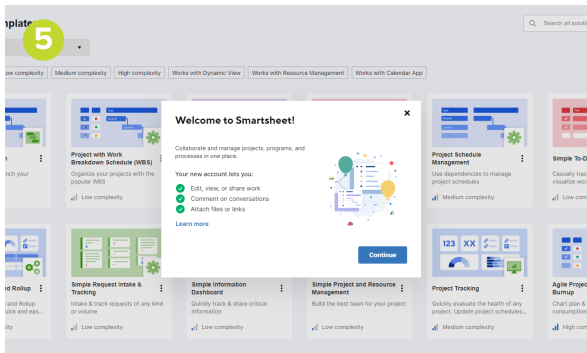
Agree To User Agreement and Privacy Policy

On the **Let's keep your account secure** page, click the checkbox to agree with Smartsheet's User Agreement and Privacy Policy. Then click the **Next** button below the checkbox.



4 Confirmation of Account Addition

A window should open confirming that you have been added to the Vancouver Coastal Health Authority Smartsheet account as a non-licensed user. Click the **OK** button to proceed to the Smartsheet homepage.



5 Close the Browser Window

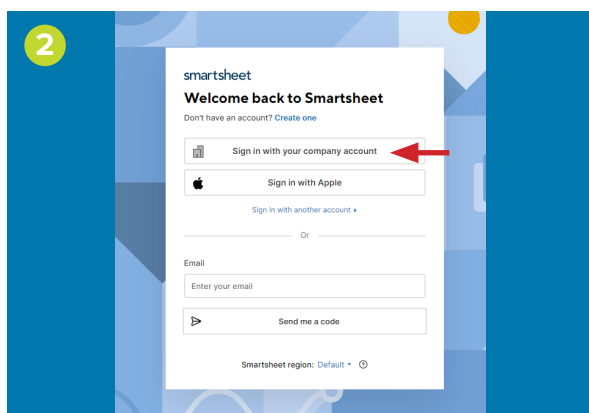
Upon confirmation of your account, you will be brought to the Smartsheet welcome home page. You have successfully activated your account. You may now close the browser window. To keep things simple, a direct link to your customized Smartsheet Reappointment dashboard will be emailed to you in the coming days.

Logging Back into Smartsheet After Authenticating Your Account:



1 Access Smartsheet

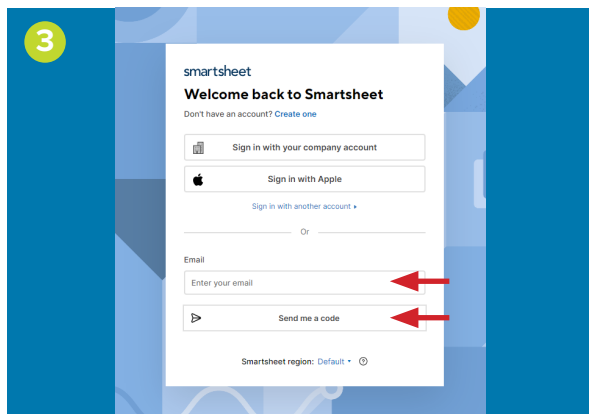
Click the above-noted email link or navigate directly to Smartsheet.



2 Sign In with Your Company Account (Recommended)

If you are using a device with access to the VCH network, click the **Sign in with your company account** button.

This should take you directly to your Smartsheet dashboard.



3 For Non-VCH Devices

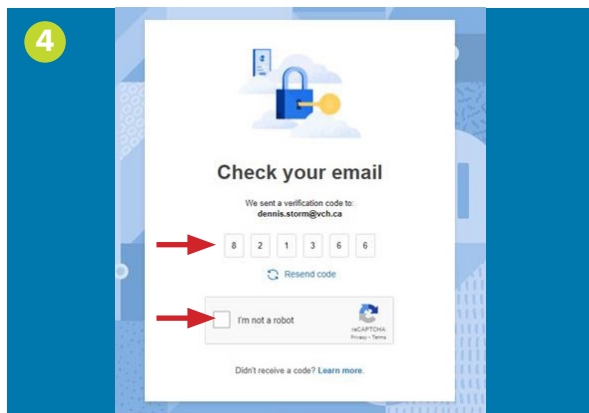
Enter the email address associated with your Smartsheet account into the email field, then click the **Send me a code** button below. Smartsheet will send a six-digit verification code to you via email and open the code entry page in your browser.

If you do not receive a code within five minutes, check your junk folder or click **Resend code** to try again.

3 Sign in with your verification code:

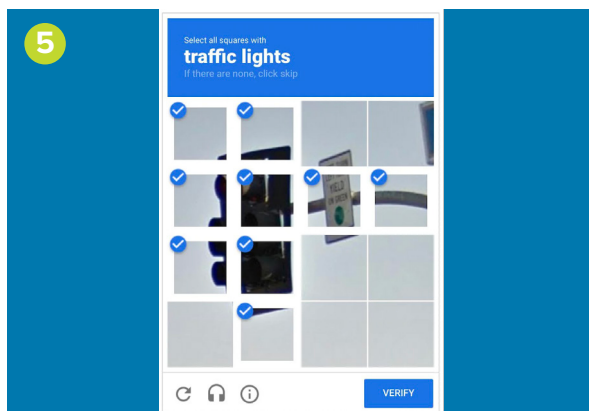
821366

This code expires after 10 minutes. **Please don't share this code with anyone else.** If you've already received a code or no longer need one, please ignore this email.



4 Enter the Verification Code

When you receive the code, enter it into your browser, then check off **I'm not a robot** in the CAPTCHA field below.



5 Complete the CAPTCHA Challenge

Complete the CAPTCHA challenge to finish logging in to Smartsheet.