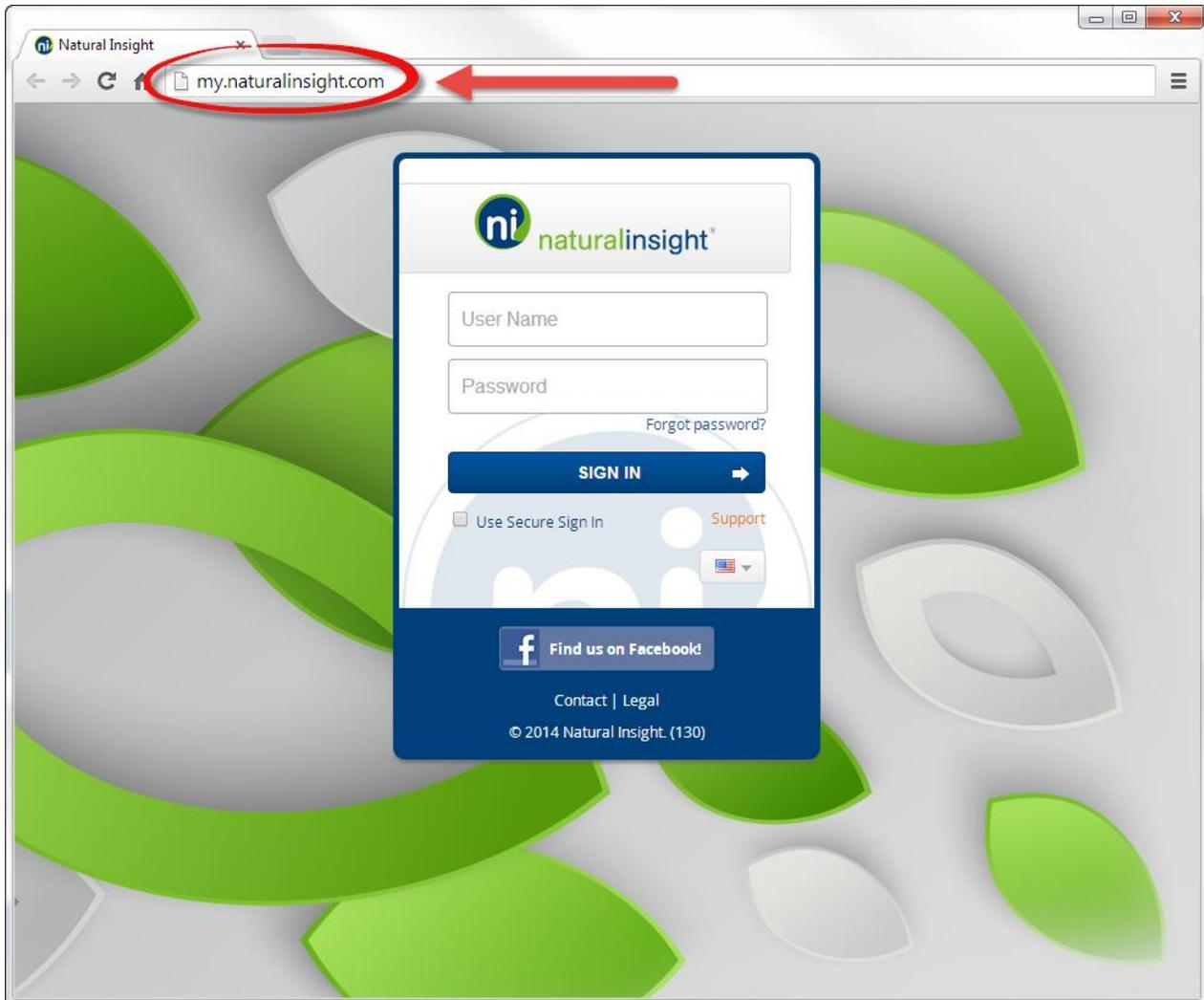


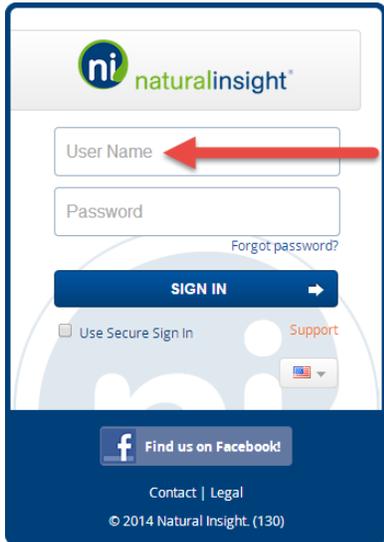
# Signing in to Natural Insight

1. Go to [my.naturalinsight.com](http://my.naturalinsight.com) in a browser. We recommend using either the Google Chrome, Mozilla Firefox or Apple Safari browser.
2. Once at [my.naturalinsight.com](http://my.naturalinsight.com), you will see a login page:



The [my.naturalinsight.com](http://my.naturalinsight.com) login page

3. Enter your assigned user name in the *User Name* text field indicated.

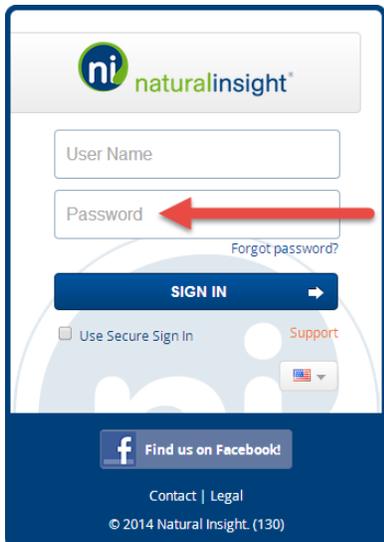


**TIP: Copying and Pasting User Name and Password Info**

If you received an email with your login user name and password, try copying the information from the email and pasting it into the [my.naturalinsight.com](http://my.naturalinsight.com) login page to avoid errors.

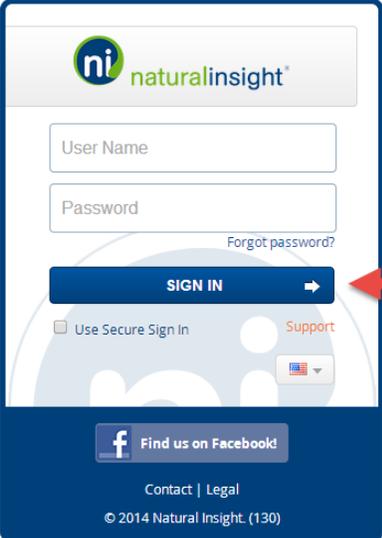
User names can contain spaces but they are ignored. For example, if your user name is “Mary Contrary – 96” then you can type in “Mary Contrary – 96” or “MaryContrary–96” and both will be correct.

4. Enter your password in the *Password* text field indicated.



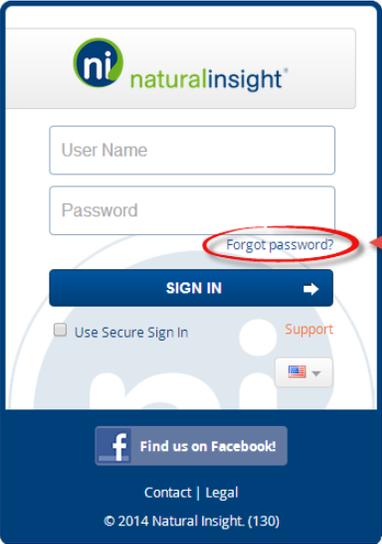
Passwords are case sensitive, which means that you need to remember to differentiate between upper and lower case letters. For example, if your password were “Huxon-Merry” then entering “huxon-merry” as your password would not work.

5. Click the **SIGN IN** button.



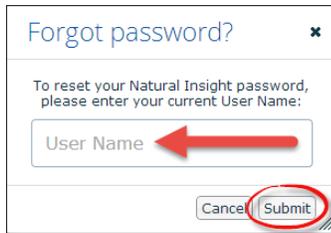
The screenshot shows the Natural Insight sign-in page. At the top is the logo. Below it are two input fields: "User Name" and "Password". To the right of the "Password" field is a link that says "Forgot password?". Below these fields is a blue button with the text "SIGN IN" and a right-pointing arrow. A red arrow points to this button. Below the button are a checkbox labeled "Use Secure Sign In" and a link labeled "Support". At the bottom of the page is a Facebook link, "Contact | Legal", and a copyright notice: "© 2014 Natural Insight. (130)".

6. If you forget your password, click the [Forget password?](#) link to reset your password.



This screenshot is identical to the one above, but the "Forgot password?" link is circled in red, and a red arrow points to it from the right.

7. Upon clicking the [Forget password?](#) link, the **Forget password?** dialog box will open. Enter your user name in the *User Name* text field and click the **Submit** button.



8. An email message containing a new password will be sent to the email address Natural insight has on file for you.
9. If you do not know your user name, or you do not receive an email with your new password, you will need to contact your supervisor directly so they can reset your password and/or give you your user name.