

You must have completed the registration process in order to access the SENS system. You can request assistance from your company's User Access Administrator to initiate the registration process on your behalf so that you can gain access to the SENS system.

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## Log in to the SENS system

- 1 Access your browser.
  - The SENS system is compatible with both the Chrome Browser and the Edge Browser.
- 2 Enter the SENS system's URL: **https://sens.jse.co.za**
- 3 Enter your email address and click the **CONTINUE** button.
- 4 Enter your password and click the **SIGN IN** button.
- 5 Click the **SEND VERIFICATION CODE** button. A verification code will be sent to your email.
- 6 Enter the verification code and click the **VERIFY CODE** button.
- 7 Click the **CONTINUE** button.

### Note:

- You will be logged into the SENS system.
- If the JSE amends the Terms and Conditions, since the last time you logged in, you will be required to accept the new Terms and Conditions.

## Quickguide - Log in to the SENS system

The following steps illustrate the login process:

- Step 1:** The user enters their email address in the "Enter email address" field.
- Step 2:** The user clicks the "Continue" button.
- Step 3:** The user enters their password in the password field.
- Step 4:** The user clicks the "Sign in" button.
- Step 5:** The user clicks the "Send verification code" button.
- Step 6:** The user receives an email from Microsoft on behalf of JSEECT with the subject "JSEECT account email verification code". The email contains the verification code: **Your code is: 362423**.
- Step 7:** The user enters the verification code "362423" in the input box.
- Step 8:** The user clicks the "Verify code" button.
- Step 9:** The user clicks the "Continue" button after successful verification.
- Step 10:** The user is logged in to the SENS dashboard, which displays a welcome message for Lana Lewis and a tasklist with 1 new item and 33 total items.

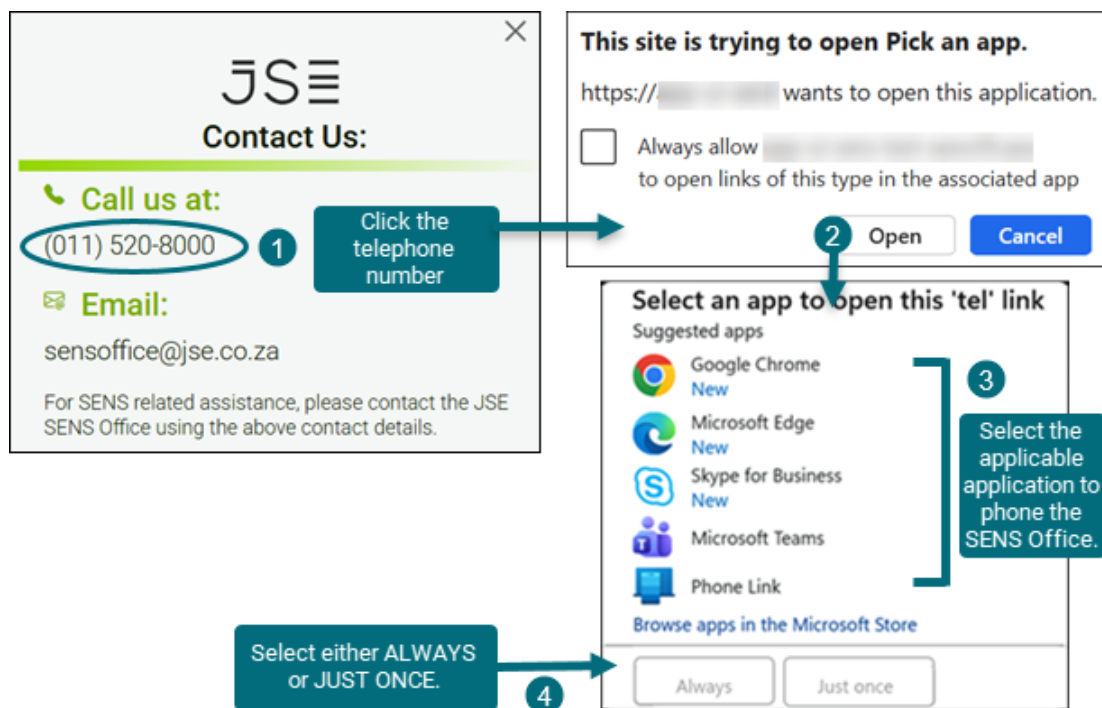
## FAQ - I cannot log into the SENS system. How do I get help?

Click the **CONTACT US** hyperlink on the main login screen. The telephone number and email address for the SENS office will be displayed.

**Note:** Both the telephone number and email address are hyperlinks, which you can click and then select the applicable application to use.

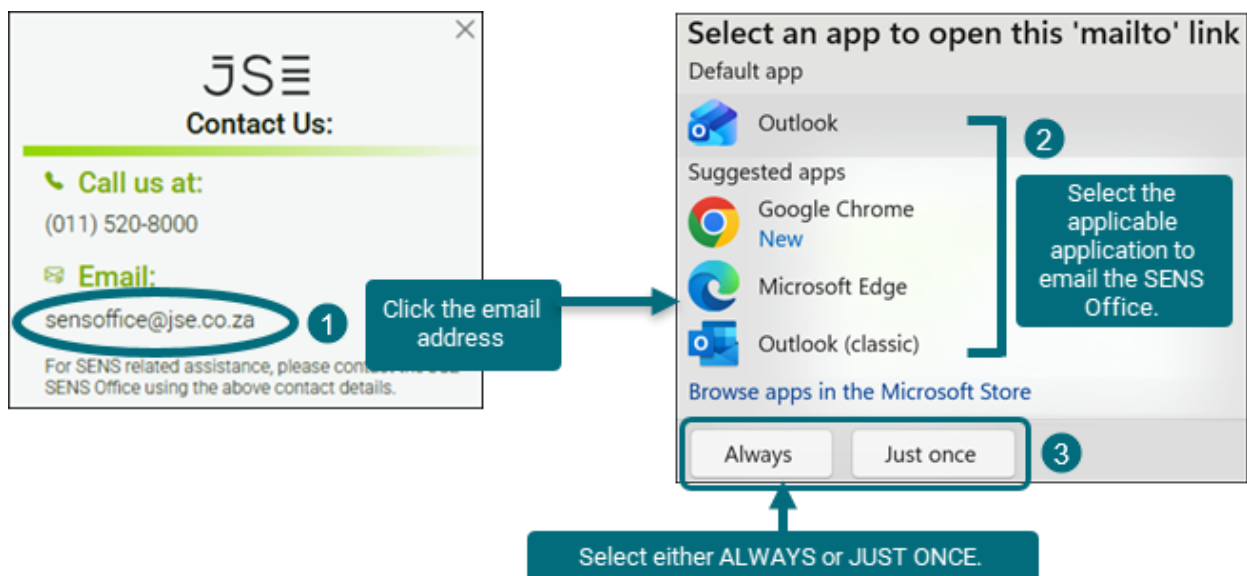
### Telephone the JSE

You can either phone the JSE directly or use the process below.



### Email the JSE

You can either email the JSE directly or use the process below.



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## FAQ - I forgot my password. How do I create a new password?

You would reset your password in instances where you have forgotten your password, or you are concerned about a security breach, or you simply want to use a different password.

- 1 With the "SENS Login screen" displayed, enter your email address.
- 2 Click the **CONTINUE** button.
- 3 Click the ***Forgot your password?*** hyperlink.
- 4 Enter your **email address** and click the **SEND VERIFICATION CODE** button.
- 5 A verification code will be sent to your **email address**. Copy the verification code.
- 6 Enter the verification code and click the **VERIFY CODE** button.
- 7 Another dialog box is displayed. Click the **CONTINUE** button.
- 8 You will now be required to enter a new password. Confirm the password and then click the **CONTINUE** button.

## Quickguide – Reset your password

**1** Enter email address

**2** Continue

**3** [Forgot your password?](#)

**4** Email Address: lana@acme.co.za

**5** Send verification code

**6** Your code is: 362423

**7** Verification code: 362423

**8** Verify code

**9** Continue

**10** New Password

**11** Confirm New Password

**12** Continue

**13** Hi Lana Lewis, Welcome to SENS

Tasklist: 1 (New), 33 (Create)

## FAQ - My email address has changed. What do I do now?

**You would need to complete a new registration request.**