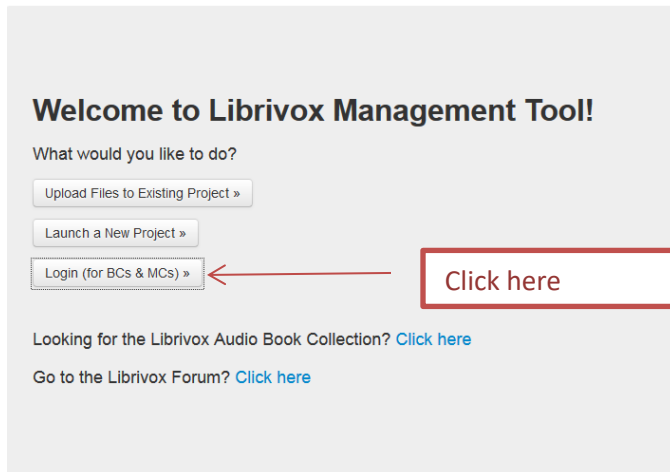


## Accessing the System – First Time Login

1. Use this Link to go the main login screen for the new workflow tool: <http://librivox.org/workflow>



**Welcome to Librivox Management Tool!**

What would you like to do?

[Upload Files to Existing Project »](#)

[Launch a New Project »](#)

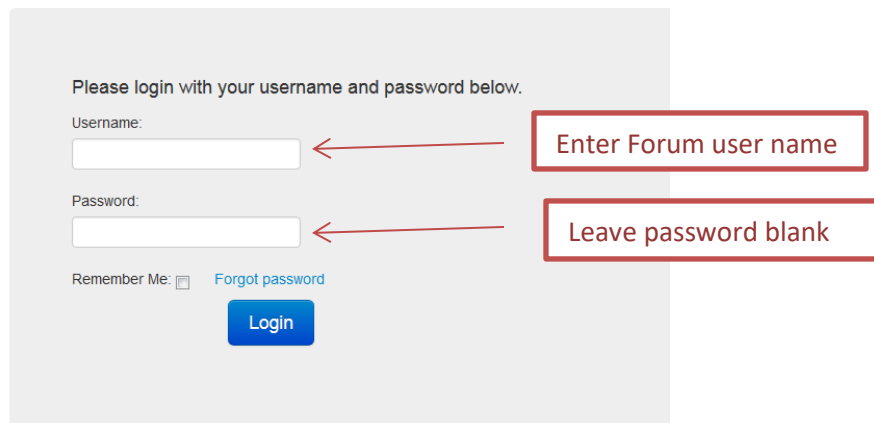
[Login \(for BCs & MCs\) »](#) ← **Click here**

Looking for the Librivox Audio Book Collection? [Click here](#)

Go to the Librivox Forum? [Click here](#)

2. Click on Login (for BCs & MCs).

3. You will see a page that says Please login with your user name and password.



Please login with your username and password below.

Username:  ← **Enter Forum user name**

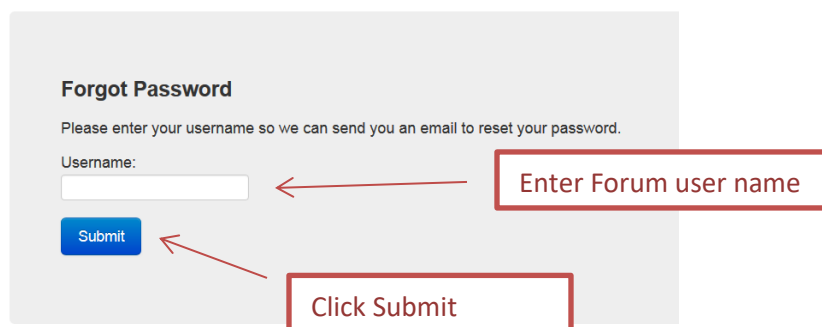
Password:  ← **Leave password blank**

Remember Me:  [Forgot password](#)

**Login**

Enter your forum username, leave the password blank and click the link for Forgot Password.

4. This will take to the screen shown below. Enter your forum user name again and click submit.



**Forgot Password**

Please enter your username so we can send you an email to reset your password.

Username:  ← **Enter Forum user name**

**Submit** ← **Click Submit**

5. This will take you back to the login screen you saw at step 3, but it should say Password Reset Email Sent.

Please login with your username and password below.

**Password Reset Email Sent**

Username:

Password:

Remember Me:  [Forgot password](#)

6. go to your email and look for an email from LibriVox Workflow - Forgotten Password Verification
7. open the email and click the link to Reset your password
8. This will take you to a Change Password screen where you can enter and confirm a password. This will be your new LibriVox Workflow password. It is not the same password as your forum password.

**Change Password**

New Password (at least 8 characters long):

Confirm New Password:

Now go back to <http://librivox.org/workflow> and login with your forum username and the password you selected above.