

Initial Access & User Profile Setup

Utilize these instructions upon your initial login to gain access & set up a User profile



- ☉ Each new User will receive a welcome email providing an activation link.
- ☉ Please click the activation link, a web page will launch to set your password.
 - If you do not receive the welcome email, please go to <https://auth.swyftops.com/>
 - Once at the SwyftOps login page, click “Forgotten Password”.
 - Enter your email address used to set up your SwyftOps account.
 - You will receive an email with a link to set your password.
- ☉ At the activation page, enter your new password in the “Password” box, enter the password again in the “Confirm” box.
- ☉ Click “Change” when done.
- ☉ SwyftOps will now open – upon your initial login, the “User Profile” screen will display.
- ☉ Enter your personal and contact information, as well as checking any options under “Email Alerts” that may apply to your role.
- ☉ Click Save.

Please note if you do not click Save on the User Profile screen, it will populate the User Profile screen each time you log into SwyftOps.



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