



All users

How to Login

Version 1.0

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Note: hold Ctrl+left click on a relevant section to navigate to it.

Introduction

There are several guides that can help you during your login process, depending on whether you are logging in for the first time, whether you are a Data Protection level user (DP Staff) or General Staff, whether you are a supplier or reseller and whether you are having problems such as have forgotten your password.

All the guides are available via our knowledge base, which can be found at <https://gdpr.zendesk.com>


Below are the 2 guides for staff when logging in for the first time.


Login – DP Staff


Welcome to GDPRiS

To login to the tool you will need to refer to the “**Registration Information Email**” which you should have received when your school was set up by our support team.

Registration information email

11:39 

 **gdpris@gdpr.school**
To joebloggs@cogentcs.co.uk

[Quick reply](#) [Reply All](#) [Forward](#) [Delete](#) 

Hi Joe,

Welcome to the GDPRiS portal for GdprTest

Here is your Username and Temporary Password which is case sensitive

USERNAME: JoeBloggs@cogentcs.co.uk

PASSWORD: d86jM.8H

BEFORE YOU CAN USE THIS, PLEASE READ BELOW

Since your role at school is part of the Data Protection Staff (DPStaff) you will need your school's **Verification Code**. This will be sent to you by the school's GDPRiS Portal Manager or in the school's Welcome Email from GDPRiS.

Once you have the School **Verification Code** click on the link below. You will need to change the temporary password to complete registration.

<https://app.gdpr.school/first-login/JoeBloggs@cogentcs.co.uk/SchoolDPStaff/107550>

If you have any issues please contact your GDPRiS Portal Manager within your school or contact us via support@gdpr.school


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ICO registration number: ZA248932.

If you have not already received this email, please email support@gdpr.school and we will look at what has happened.

If you have received this email, please use the provided link from the email (**see image below**) which will open a web browser to allow you to set a password of your choosing.

Registration information email

11:39 

 **gdpris@gdpr.school**
To joebloggs@cogentcs.co.uk Quick reply Reply All Forward Delete 

Hi Joe,

Welcome to the GDPRiS portal for GdprTest

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Once you have the School **Verification Code** click on the link below. You will need to change the temporary password to complete registration.

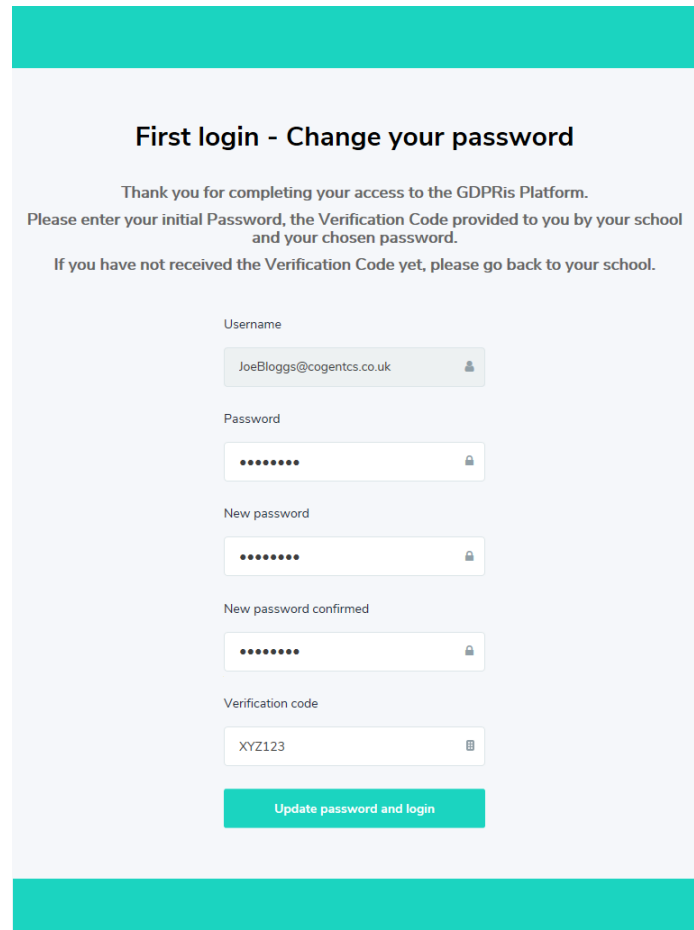
<https://app.gdpr.school/first-login/JoeBloggs@cogentcs.co.uk/SchoolDPStaff/107550>

If you have any issues please contact your GDPRiS Portal Manager within your school or contact us via support@gdpr.school

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When your web browser opens you will be shown the following page:



First login - Change your password

Thank you for completing your access to the GDPRis Platform.
Please enter your initial Password, the Verification Code provided to you by your school and your chosen password.
If you have not received the Verification Code yet, please go back to your school.

Username
JoeBloggs@coagents.co.uk

Password
•••••••

New password
•••••••

New password confirmed
•••••••

Verification code
XYZ123

Update password and login

Type in the password from the email in the first **“Password”** box.

Registration information email

11:39 

✉ **gdpris@gdpr.school**
To **joebloggs@cogentcs.co.uk**

[Quick reply](#) [Reply All](#) [Forward](#) [Delete](#) 

Hi Joe,

Welcome to the GDPRiS portal for GdprTest

Here is your Username and Temporary Password which is case sensitive

USERNAME: JoeBloggs@cogentcs.co.uk**PASSWORD:** **d86jM.8H****BEFORE YOU CAN USE THIS, PLEASE READ BELOW**

Since your role at school is part of the Data Protection Staff (DPStaff) you will need your school's **Verification Code**. This will be sent to you by the school's GDPRiS Portal Manager or in the school's Welcome Email from GDPRiS.

Once you have the School **Verification Code** click on the link below. You will need to change the temporary password to complete registration.

<https://app.gdpr.school/first-login/JoeBloggs@cogentcs.co.uk/SchoolDPStaff/107550>

If you have any issues please contact your GDPRiS Portal Manager within your school or contact us via support@gdpr.school

Once you have typed/copied the password from the email into the first password box, type in a password of your choosing in the **“New password”** box.

Type the same password into the **“New password confirmed”** box.

To find your **“Verification Code”**, please refer to the body of the welcome email which you should have received from the Support team.



Support is available from 9am - 5pm (EST) Mon-Thurs and Friday 9am - 4pm
Toll free: +44 02039610110 email: Support@gdpr.school

Your email has been received and logged as ticket number (5848).
Your ticket will be reviewed by our support staff who will reply to you shortly.
To add additional comments, reply to this email.

**Craig Southcoat** (GDPR in Schools Support Site)

May 23, 11:50 BST

Dear Joe

Welcome to GDPR in Schools.

We are delighted that you have chosen GDPRiS as your partner on your journey to GDPR compliance.

Login details for your GDPRiS Portal

You will receive your login details to the Live Portal shortly via a separate email entitled 'Registration Information'. Please note you will need the following **Verification Code** **XYZ123** to login to your account for the first time.

Here is your Welcome Pack that contains information on GDPRiS - <https://gdpr.zendesk.com/hc/en-us/articles/115002792032-1-01-Welcome-Pack>.

Verification Code

Once you have filled in all relevant boxes, click **“Update password and login”**.

You will be taken to your schools site dashboard.


Login – General Staff

If your account has been set up by the school's Data Protection Manager or Data Protection Officer, you should have received an email with a username and password to activate your account.

Registration information email

13:09 

 **gdpris@gdpr.school**
To janedoe@cogentcs.co.uk

Quick reply Reply All Forward Delete 

Hi Jane,

Welcome to the GDPRiS portal for

Here is your Username and Temporary Password which is case sensitive

USERNAME: JaneDoe@cogentcs.co.uk

(1) PASSWORD: **zNokFSZ}**

Click on the link below. You will need to change the temporary password to complete registration.

(2) <https://app.gdpr.school/first-login/JaneDoe@cogentcs.co.uk/SchoolOtherStaff/109589>

If you have any issues please contact your GDPRiS Portal Manager within your school.

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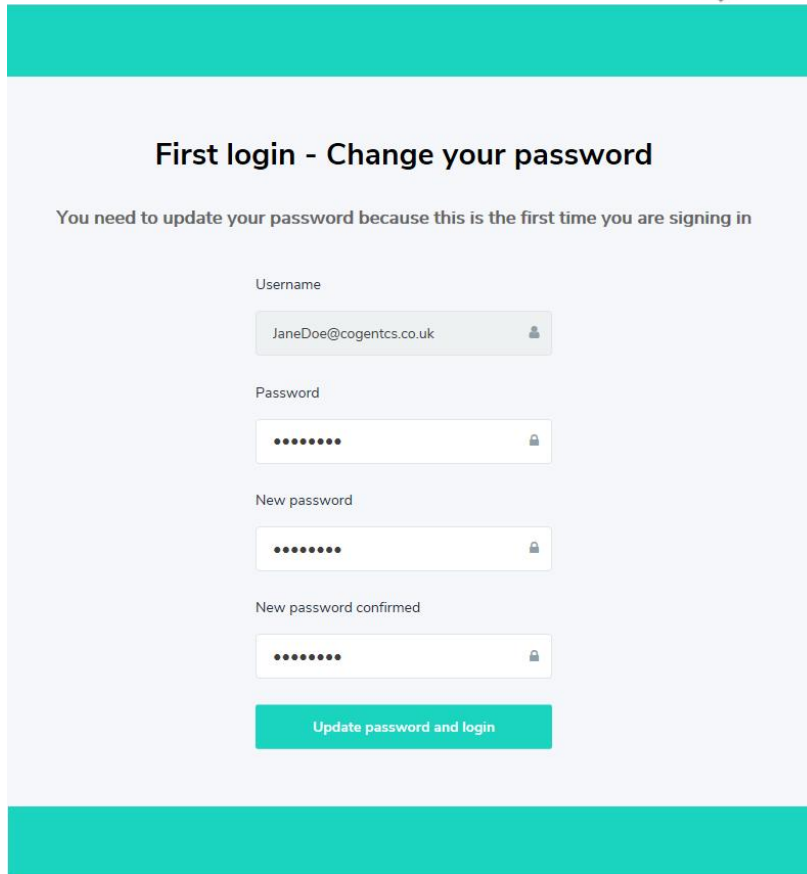
In the example above, you will see that “**Jane**” has been sent an email with her username and password. Jane will need to (1) copy the password to her clipboard and then click on the link (2) to open a web browser to login for the first time.

Copy your password to your clipboard and then use the provided link to login to the system for the first time where you will need to change your password.

Paste/type in your password from the email into the “**Password**” box.

In the “**New password**” box, type in a password of your choosing.

Re-type that password into the “**New password confirmed**” box.



Click **“Update password and Login”**.

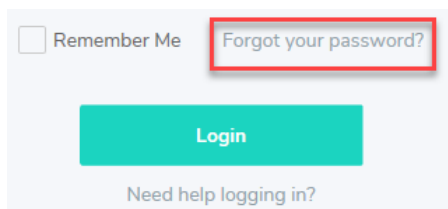
If you experience issues logging in, please speak to your schools DP users as a first port of call or send an email to support@gdpr.school and our support team will be able help.

Suppliers / Resellers

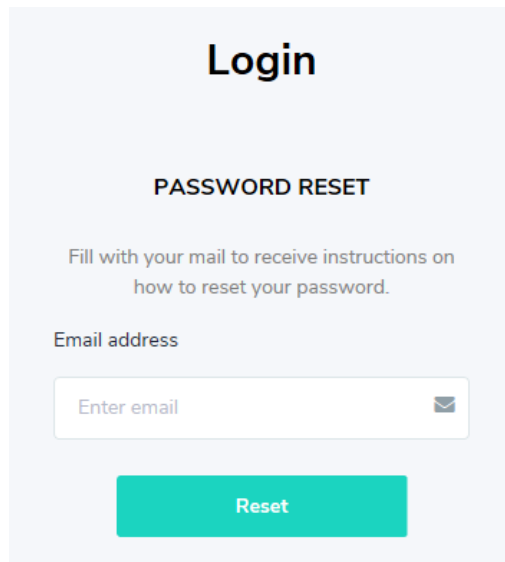
Please contact the Suppliers team via suppliers@gdpr.school

Forgotten Password

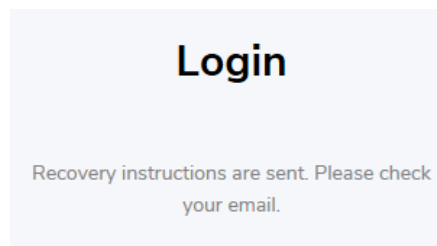
If you are unsure or have forgotten your password, then please click on the “Forgot your password?” link on the login page.



Enter your email address into the box provided.



And click 'Reset'. You will then see confirmation of your password reset request.



You will then receive the following email.

Click [here](#) to reset your password for username JoeBloggs@CogentCS.co.uk. You will be redirected to the site to set a new password for your account.

You will be redirected to login to the app.

If link does not work, copy following address into your browser:

<https://app.gdpr.school/recover-new-password/b02f2af7-14a3-44f3-889d-70efd898231c>

If you are still experiencing problems, please contact your DP Staff within the school or email support@gdpr.school with details.

Support

GDPRiS provide support Mon-Thu 09:00-17:00 GMT, Fri 09:00-16:00 GMT

If you require assistance regarding any section of this help guide, please do not hesitate to contact us via one of the following methods:

Tel: 020 3961 0110

Mail: support@gdpr.school