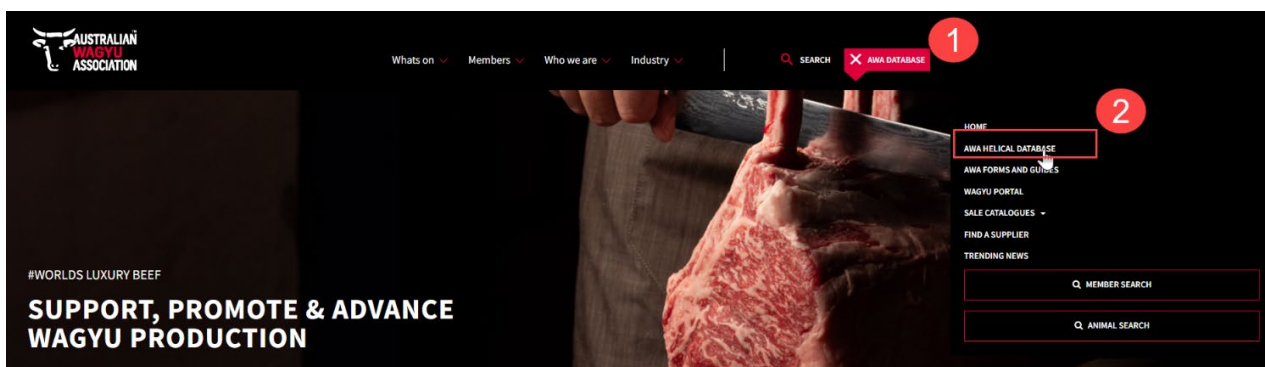




AWA HELICAL DATABASE – HOW TO'S

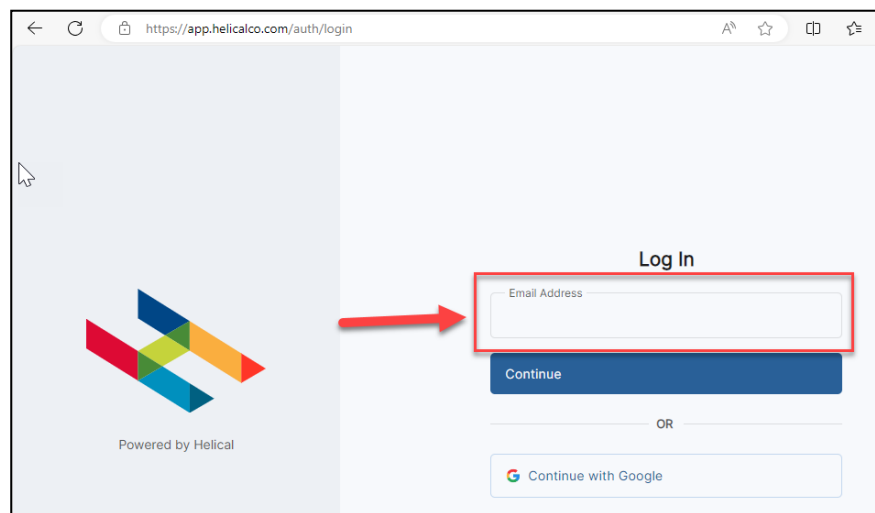
Logging in to Helical

Via the AWA homepage, members can navigate to the helical website by clicking on “AWA DATABASE” and then “AWA HELICAL DATABASE”.



Signing up for the first time

1. Enter your email address that is associated with your membership. If you are unsure if an email address is linked to a membership, please contact the MSO team. If the “owner” of the membership has Helical access, this can also be checked and added by them if required (please refer to user the “Policies and New Users” fact sheet).





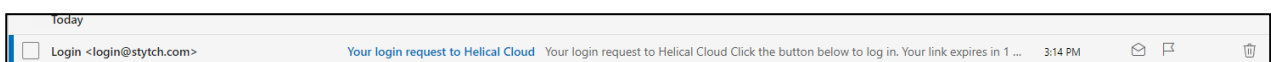
- If you have not previously registered with Helical, you will be prompted to create a password via the below screen.

Enter your desired password and click continue.

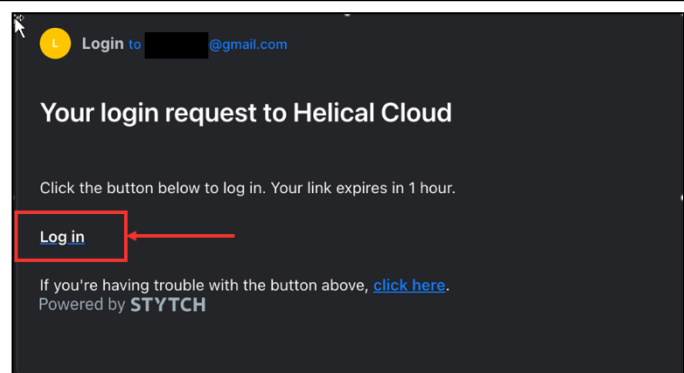
Note: We would suggest that you create and sign in with a password as “continue” without password will require a verification email to be sent and approved each time that attempt to log in.

- If all has been entered and processed correctly, you will get an “Email sent” message.

- Once the email has been sent, you will then need to navigate to your email account and find the login email. It will be sent from “Login” – similar to the below:

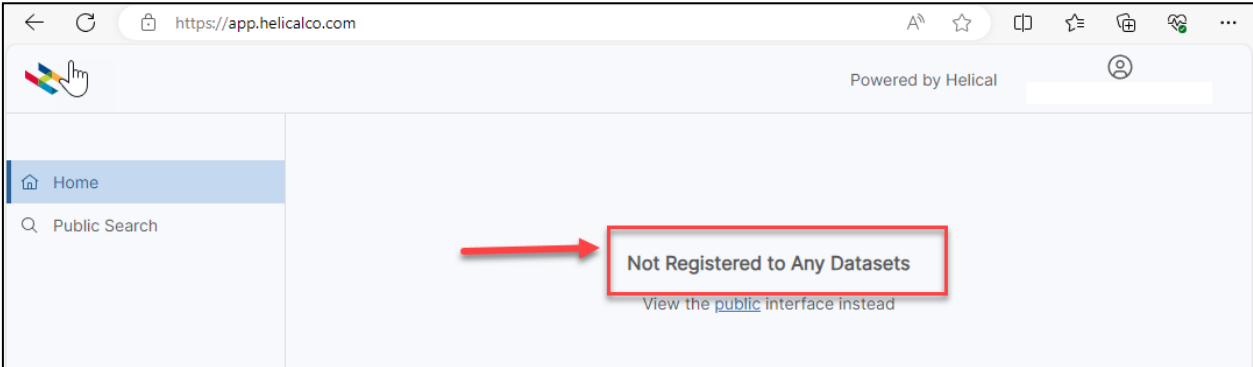


- Once the email is open, you will need to click on the “Log in” button as per below. This will open a new browser window and complete the Helical set-up process.

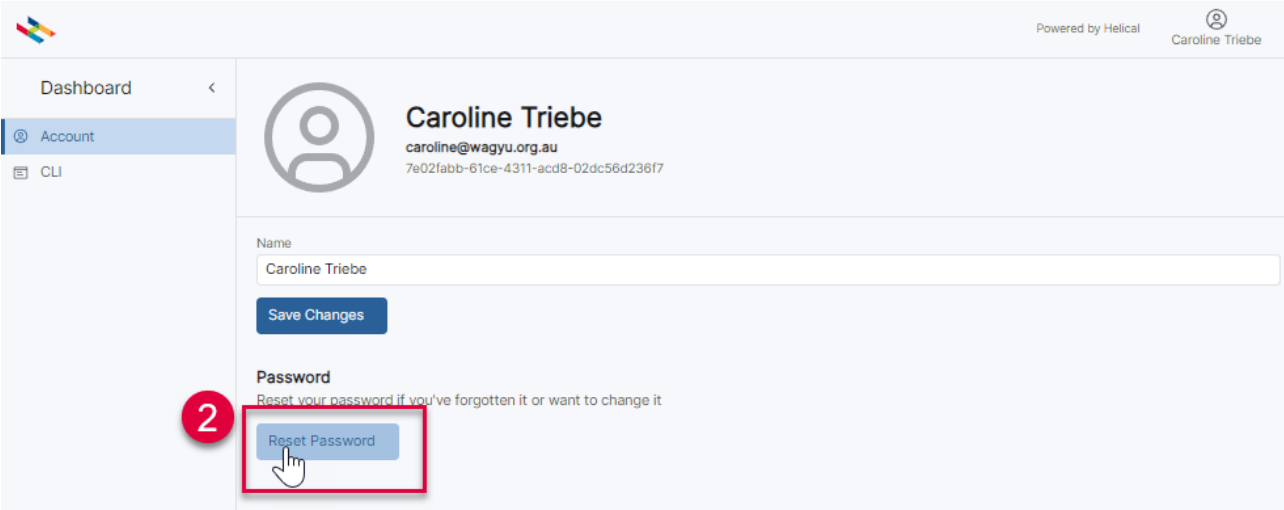




6. If you receive the following message, please contact the MSO team as your email address may need to be added to an AWA membership account. As mentioned in step 1, adding a user can also be done by the membership “owner”



7. Once you have completed the set up, you will be able to navigate to your account detail page where you can update passwords as required.



8. If you do find you are having issues, please do not hesitate to reach out to the MSO team for assistance.