

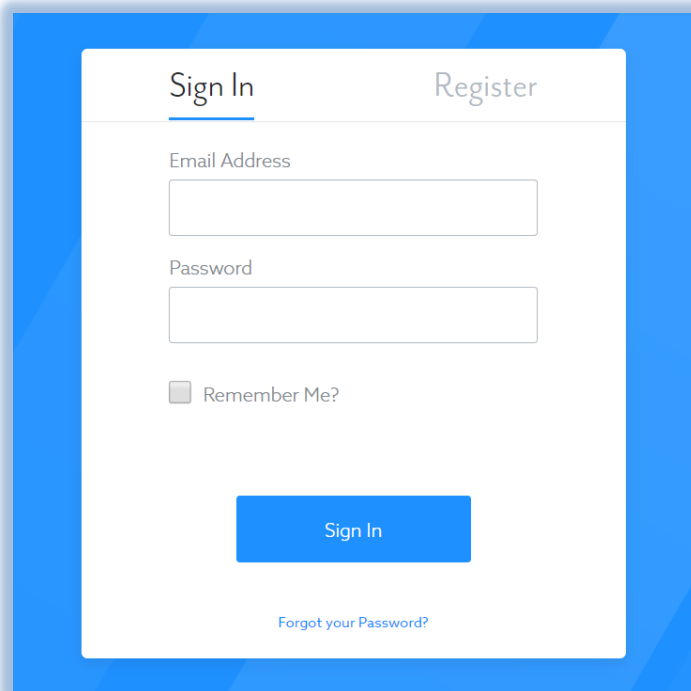
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Scoring an Application	Error! Bookmark not defined.

Accessing the Portal

The Application Portal is hosted by Neighborly Software and is accessible available via any internet connected device. The recommended browser is Google Chrome, but the portal will work with any modern web browser (i.e. Internet Explorer v10+, FireFox, Safari).

Application Portal Link: <https://portal.neighborlysoftware.com/NEWTONMA/Participant>



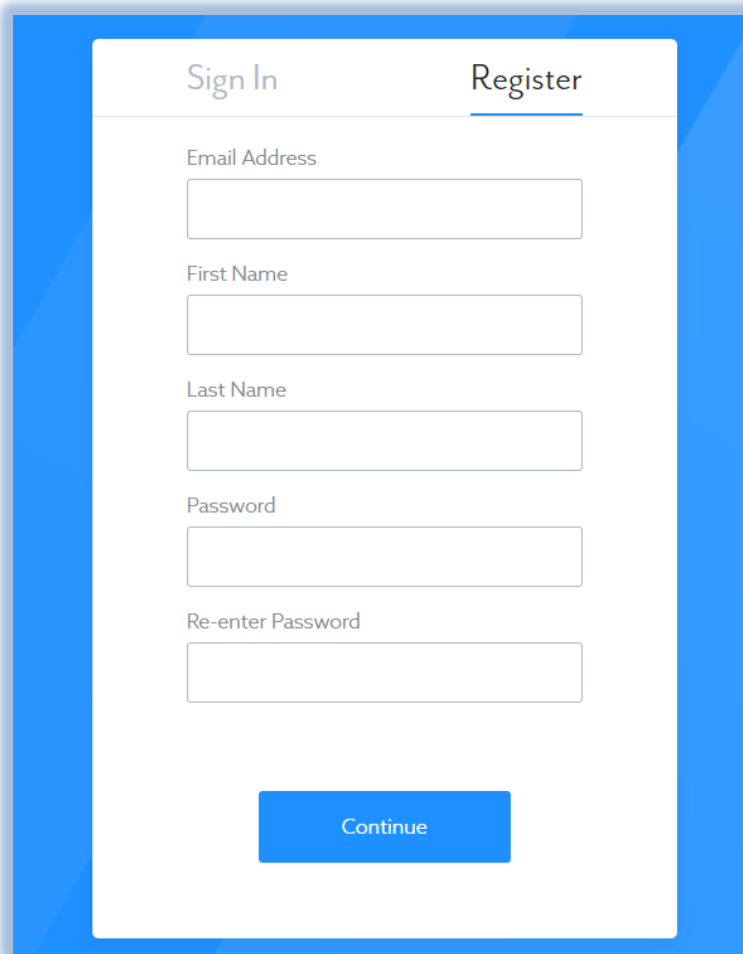
The screenshot shows a web form with two tabs: "Sign In" (selected) and "Register". The form contains the following elements:

- Email Address input field
- Password input field
- Remember Me?
- Sign In button
- [Forgot your Password?](#) link

Registering your Account

When you access the Portal for the first time, you'll need to Register your account by clicking on the Register link. The registration process will create a user name (which is your email address) and password that will be used for future logins. The email address you choose will also be used for system emails/notifications, so it is recommended to use your work email address. For security purposes, the system will validate that you own the registered email address by sending an email with a validation link.

Note: If you do not receive the system email within 2 minutes, check your spam or bulk mail folder. If the email appears in that folder, you should right click on the email to indicate "Not Junk" or "Not Spam" to ensure you receive any other system notifications.

A screenshot of a web registration form. The form is titled "Sign In" and "Register", with "Register" being the active tab. It contains five input fields: "Email Address", "First Name", "Last Name", "Password", and "Re-enter Password". A blue "Continue" button is located at the bottom of the form.

Sign In Register

Email Address

First Name

Last Name

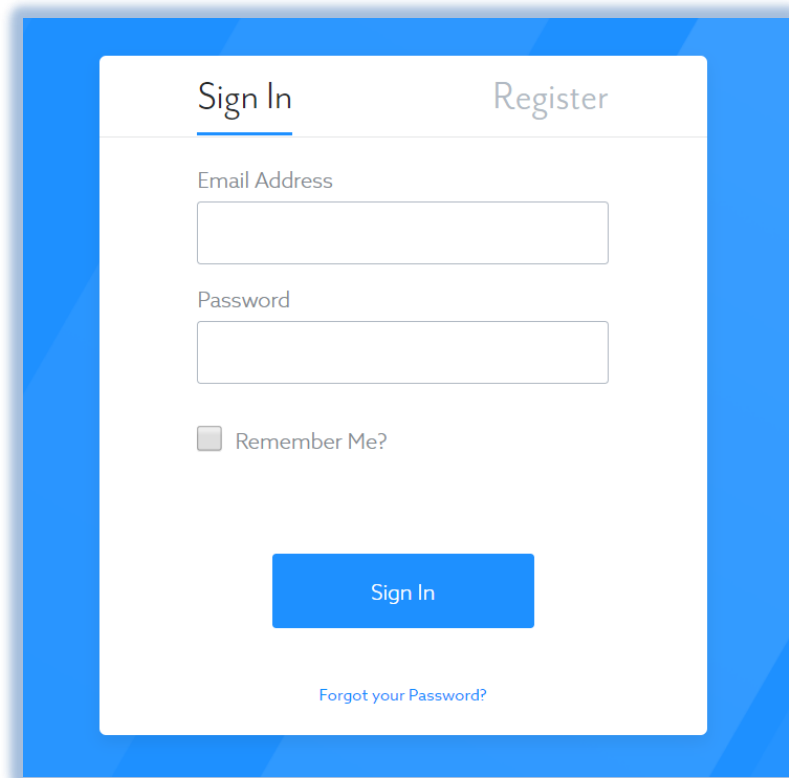
Password

Re-enter Password

Continue

Logging In

Once your account has been registered, you may login (using the same link above) by entering the email address and password used during registration. By checking “Remember Me?”, your web browser will remember your email address for future logins (depending on browser and security settings).

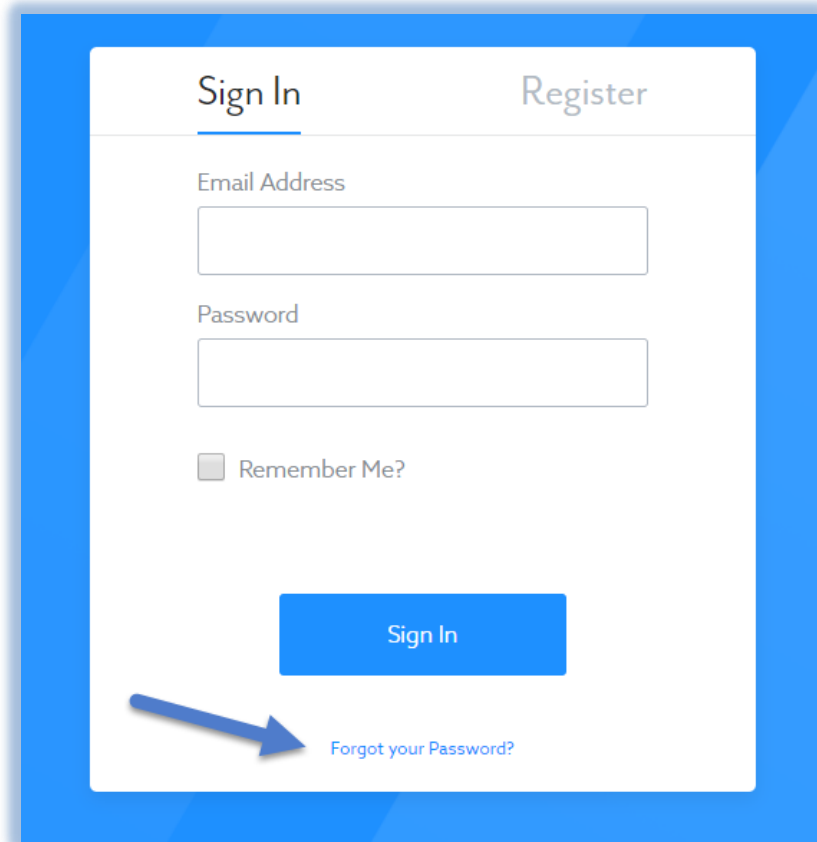


The image shows a login form with two tabs: "Sign In" (active) and "Register". The form contains the following elements:

- Email Address:** A text input field.
- Password:** A text input field.
- Remember Me?:** A checkbox that is currently unchecked.
- Sign In:** A blue button.
- Forgot your Password?:** A link below the button.


Forgot your Password

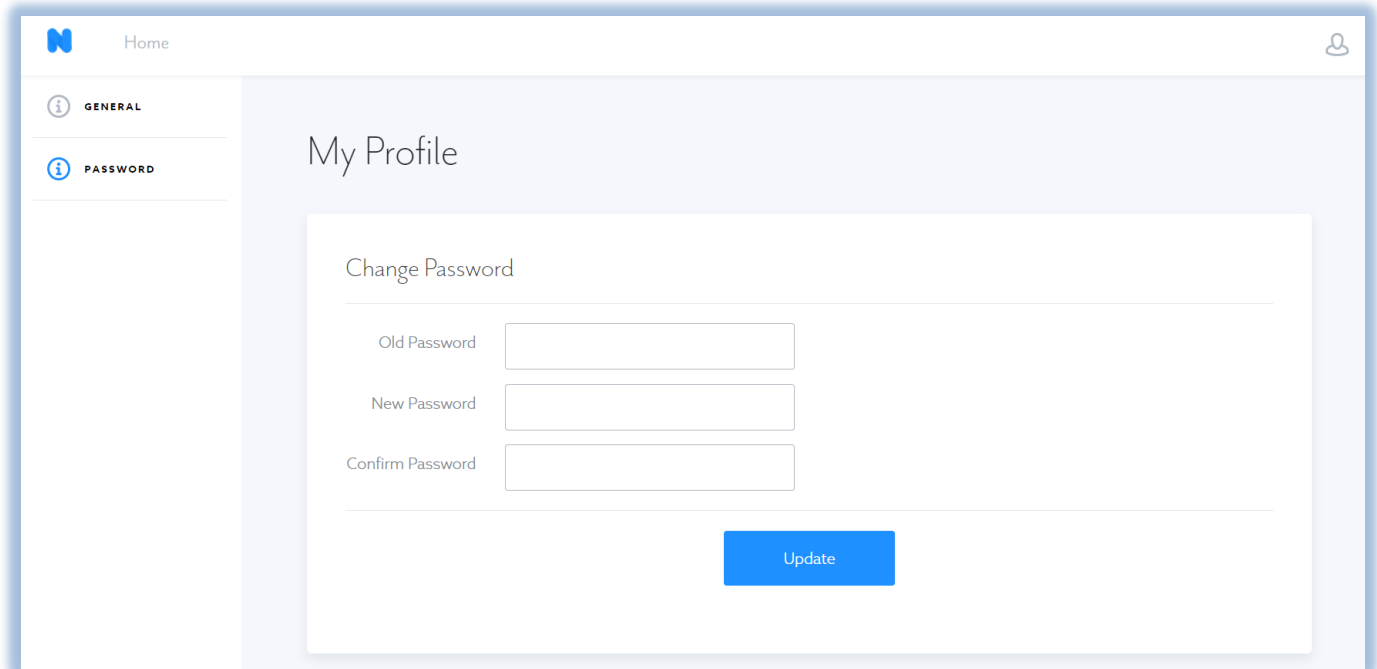
If you forget your password, click on the “Forgot your Password?” link and follow the prompts to create a new password. For security purposes, the system will send an email to the registered email address with a link to reset your password.



The image shows a user interface for signing in or registering. At the top, there are two tabs: "Sign In" (which is selected) and "Register". Below the tabs, there are two input fields: "Email Address" and "Password". Below the "Password" field, there is a checkbox labeled "Remember Me?". A blue button labeled "Sign In" is positioned below the "Remember Me?" checkbox. At the bottom of the form, there is a link labeled "Forgot your Password?". A blue arrow points to this link from the left.

Changing your Password

To change your password, log into the Application Portal. Click on the  icon on the top right corner of the screen, and select “My Profile”. Then select the Password option on the left side of the screen. For security purposes, you will be required to enter your Old Password before selecting a New Password.



The screenshot shows the 'My Profile' page in the Application Portal. The page has a header with a blue 'N' logo and the word 'Home'. On the right side of the header is a user profile icon. A left sidebar contains two menu items: 'GENERAL' and 'PASSWORD', with 'PASSWORD' selected. The main content area is titled 'My Profile' and contains a 'Change Password' form. The form has three input fields: 'Old Password', 'New Password', and 'Confirm Password'. Below the fields is a blue 'Update' button.

Signing Out

To sign out (aka log out) of the system, click on the  icon on the top right corner of the screen and select “Sign Out”. Please note that the system will automatically log you out after thirty minutes of inactivity.