

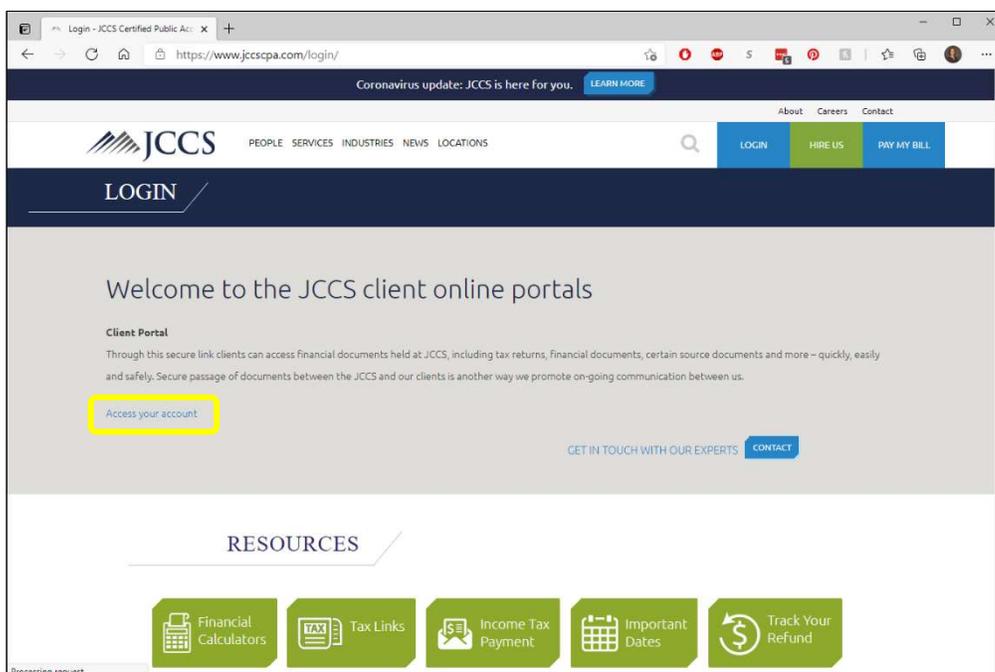
## Portal Login

Chrome, Firefox and Edge are all supported browsers.

Navigate to JCCS' homepage (<https://www.jccsca.com>) and select the blue Login button located in the top right of the webpage.



Then select "Access your account."



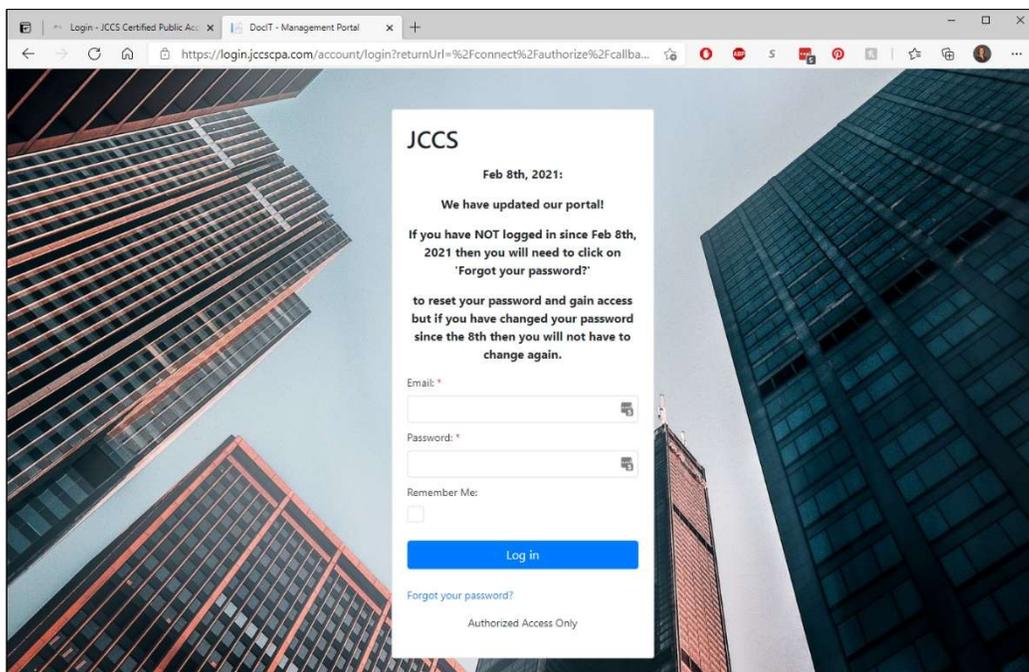
## First-time login:

Log in using credentials from Portal Welcome Email. You will be prompted to change your password to something unique to you.

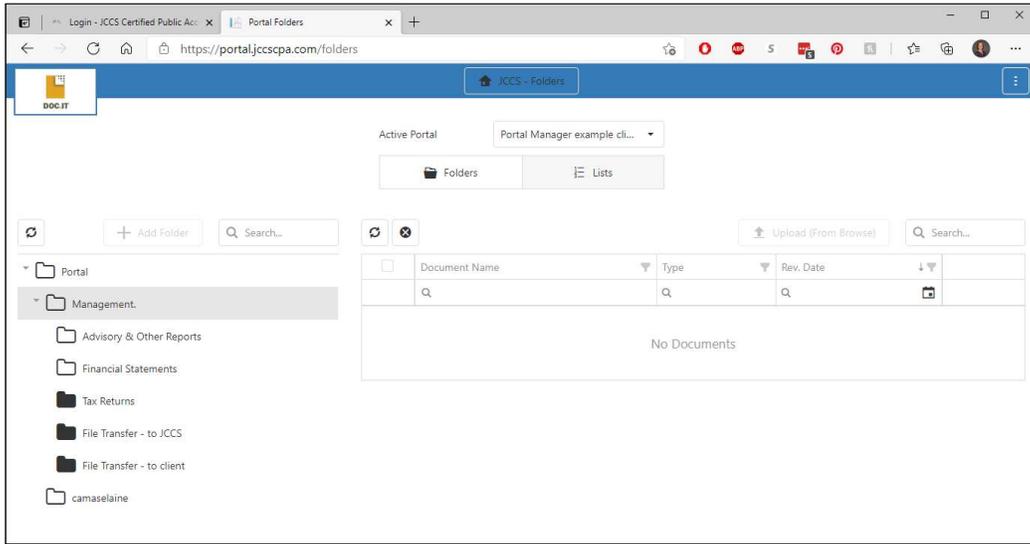
## Subsequent logins:

Log in using Portal email address and password.

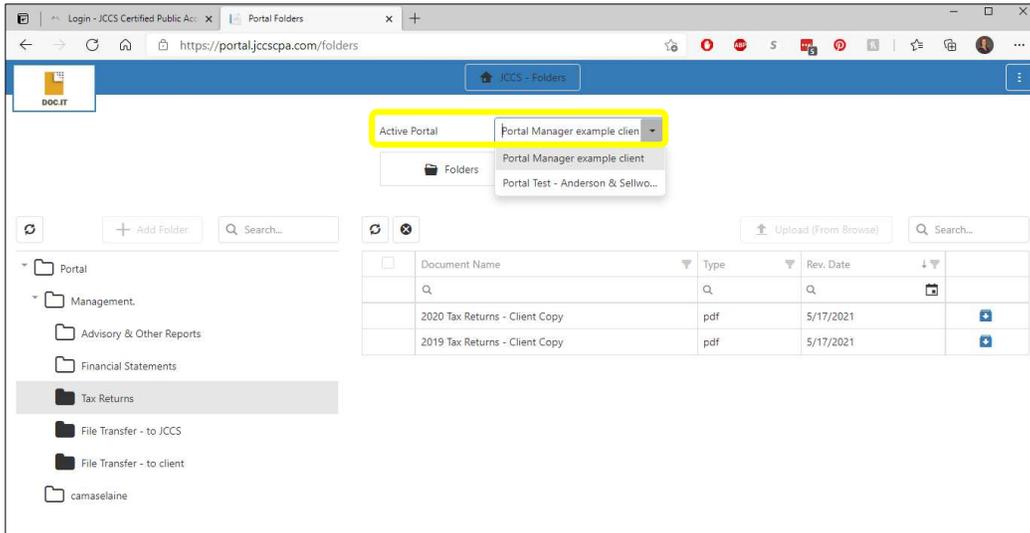
If you have not logged in since Feb. 8, 2021, you will need to reset your password using the “Forgot your password” link. This is a one-time step and will not need to be repeated in the future unless you would actually like to reset your password.



## Portal homepage:



If multiple portals – multiple accounts – exist for a portal user, navigate between them using the Active Portal drop-down menu at the top of the window.

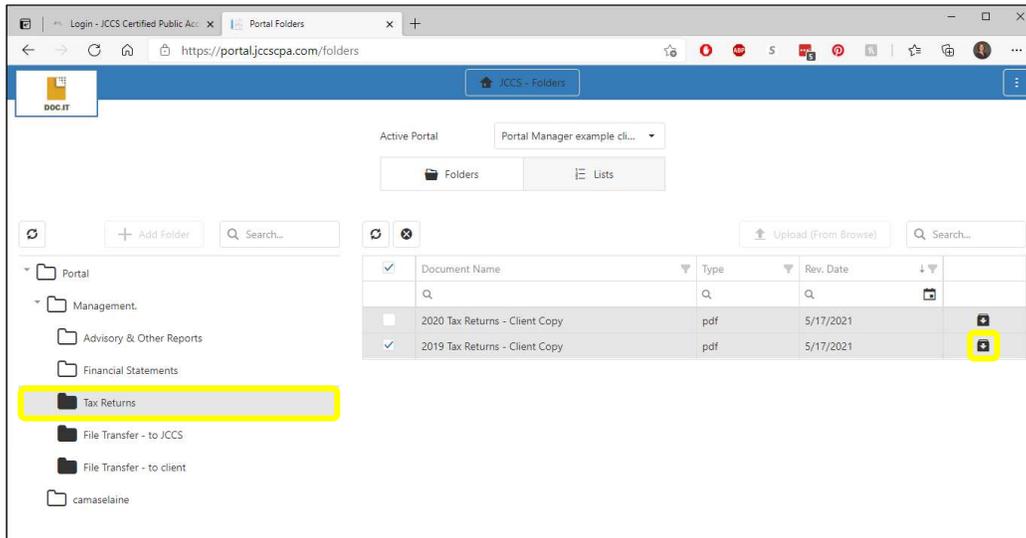


To download files:

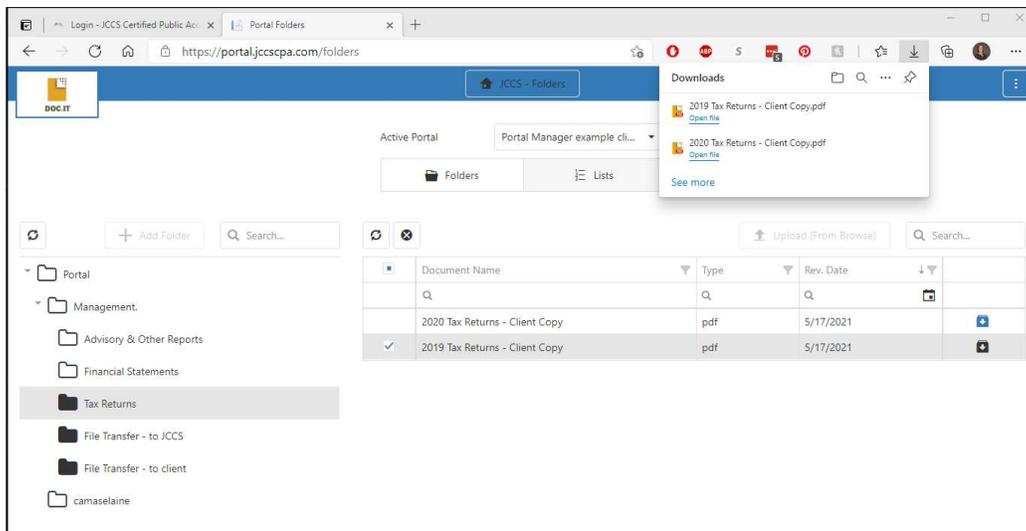
Select folder (  filled-in icon indicates folder contains files)

Select file(s)

Select download icon 



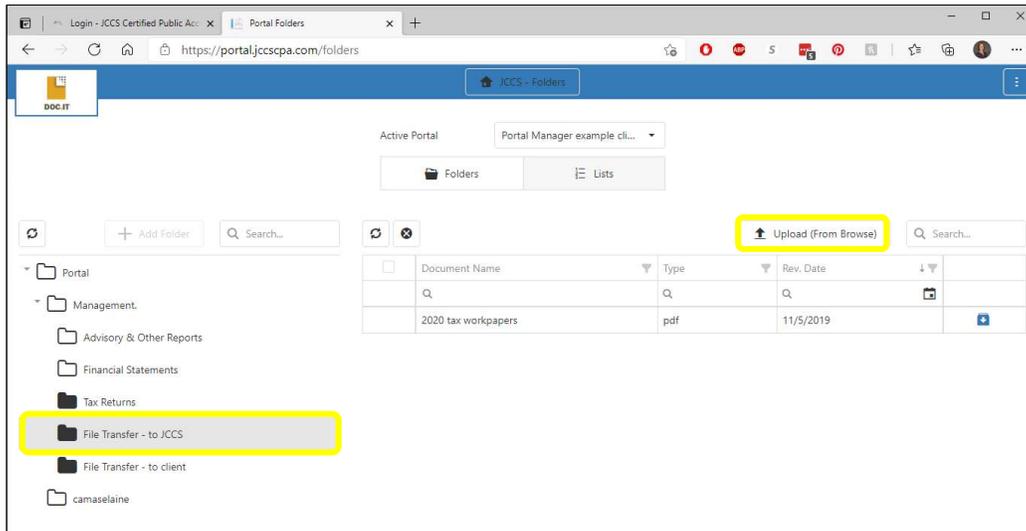
Depending on browser preferences, the downloaded file will either open automatically or you may need to open your downloads folder.



To upload file(s)

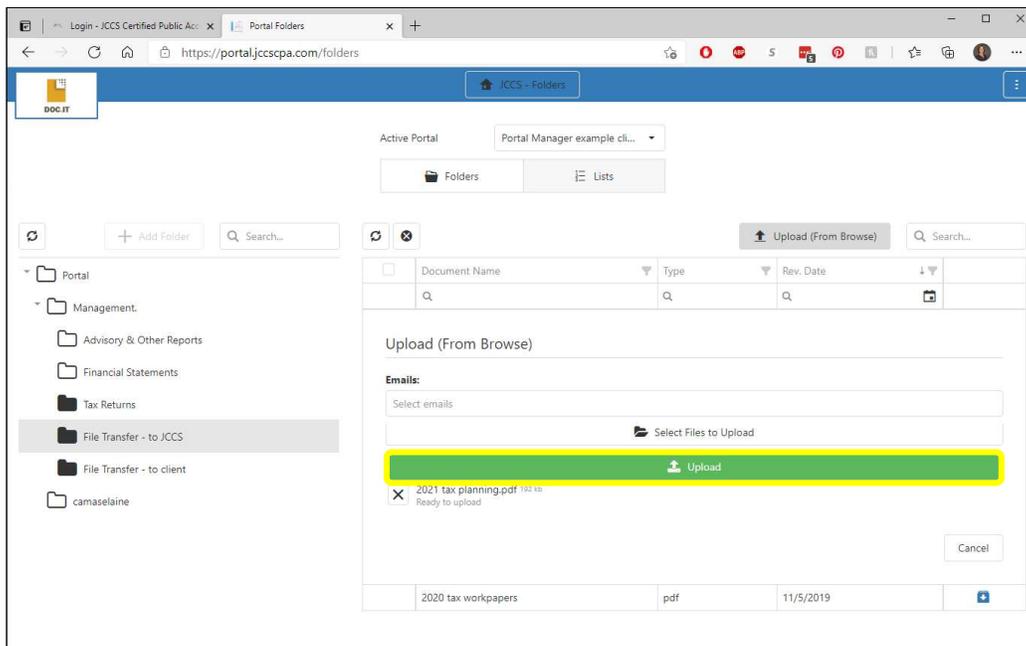
Navigate to File Transfer – to JCCS folder.

Select Upload (From Browse) button.



Navigate to location of file(s) on your personal computer.

Select the green Upload button to complete the upload process.



Last, email your contact at JCCS to inform them a file has been uploaded to your portal / account.