



## Initial Instructions for Logging into CyberLAB

When logging into CyberLAB for the first time each user will need to:

Access the LABS website at [www.labs-inc.org](http://www.labs-inc.org), click on icon "User Login" in the CyberLab Login section.

1. Make sure the key board it set in CAPS LOCK.
2. Enter the User ID provided by LABS. (DO NOT ENTER A PASSWORD) Generally the User ID is the individuals first initial and last name. However, please verify with your Account Manager.
3. Click on Submit.
4. CyberLAB will then prompt the User to enter and confirm your own PASSWORD.
5. CyberLAB will say that the Password has been set successfully.
6. The initial log in screen should appear and at this point you will enter your User Name and Password then click submit.
7. You should now be logged into CyberLAB. If you experience any problems please call the Client Relations Department at 866-393-2244 or 303-363-2244

Also remember the User Guide and On Line Demo can be found on our web site, at [www.labs-inc.org](http://www.labs-inc.org).