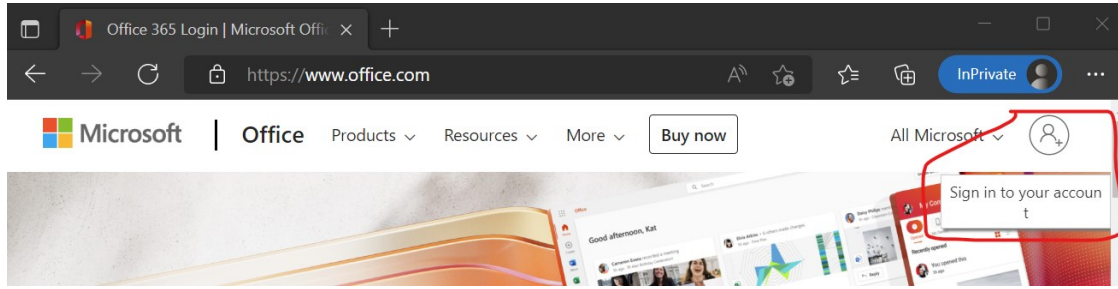
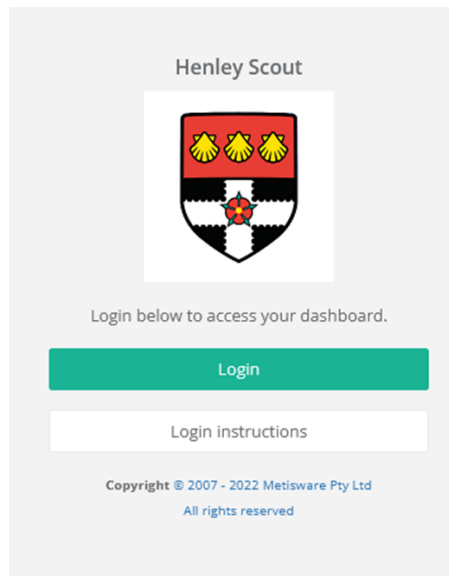


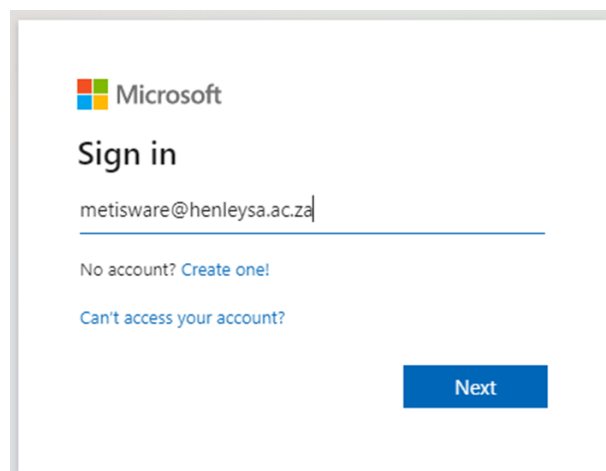
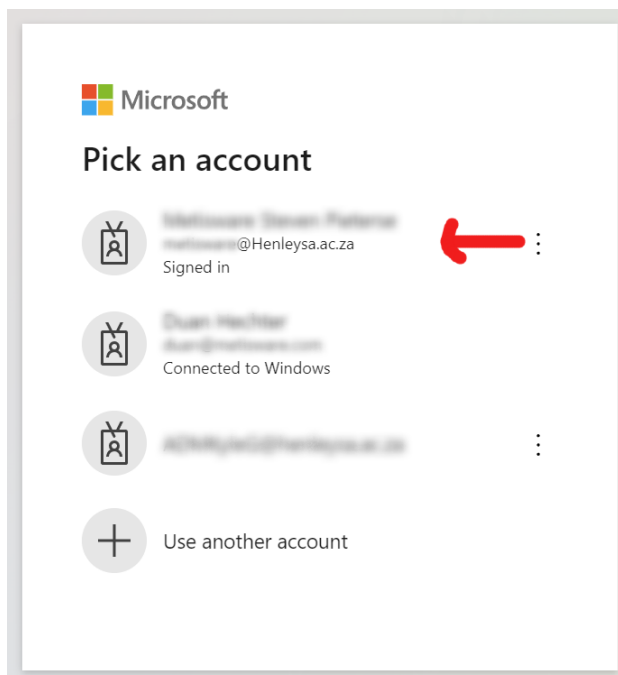
Henley Scout login instructions



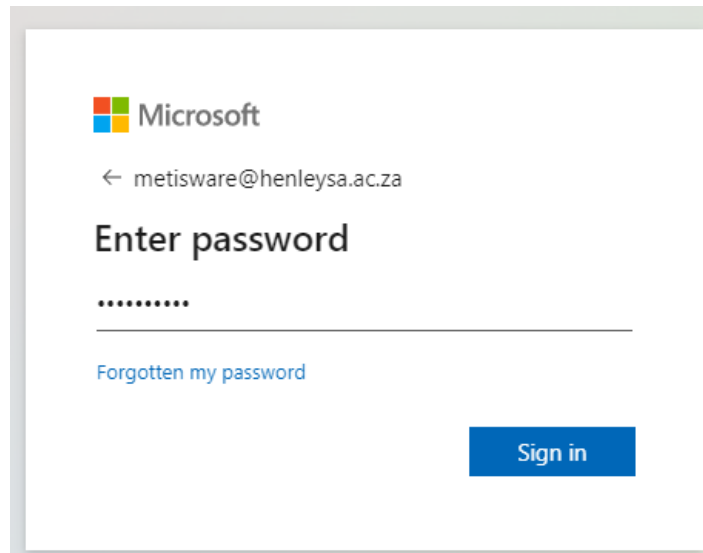
Navigate to <https://www.office.com> and ensure that you are signed into your Henley account. If you are not, kindly do so now. Once completed, navigate to <https://henleyscout.com>.



Click the green "Login" button.

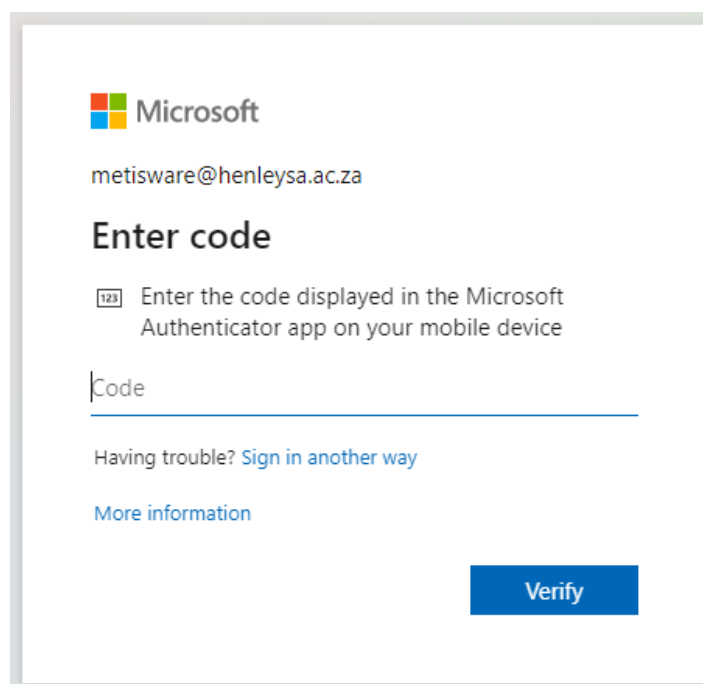


If you have more than one account you may have to choose it from a list. Select the Henleysa.ac.za one. If not, enter it and press "Next".



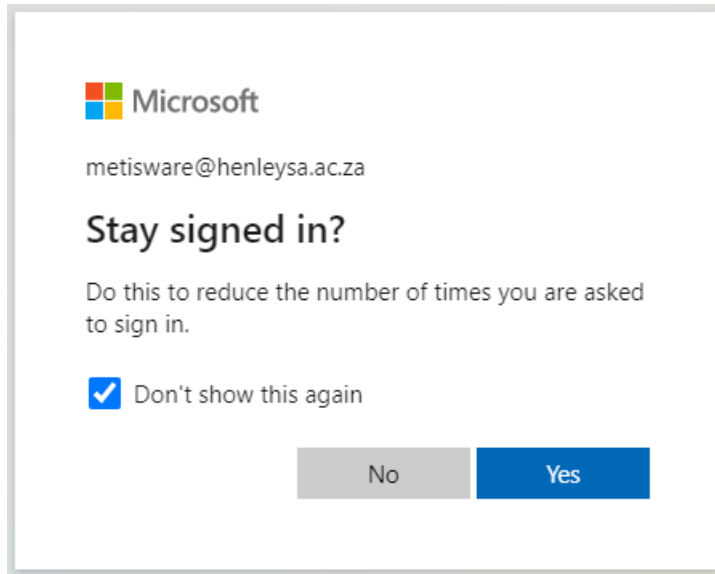
The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the email address 'metisware@henleysa.ac.za' with a back arrow to its left. The main heading is 'Enter password'. Below the heading is a password input field with a masked password '.....'. Underneath the password field is a link that says 'Forgotten my password'. At the bottom right of the page is a blue button labeled 'Sign in'.

Enter your password and press "Sign in".

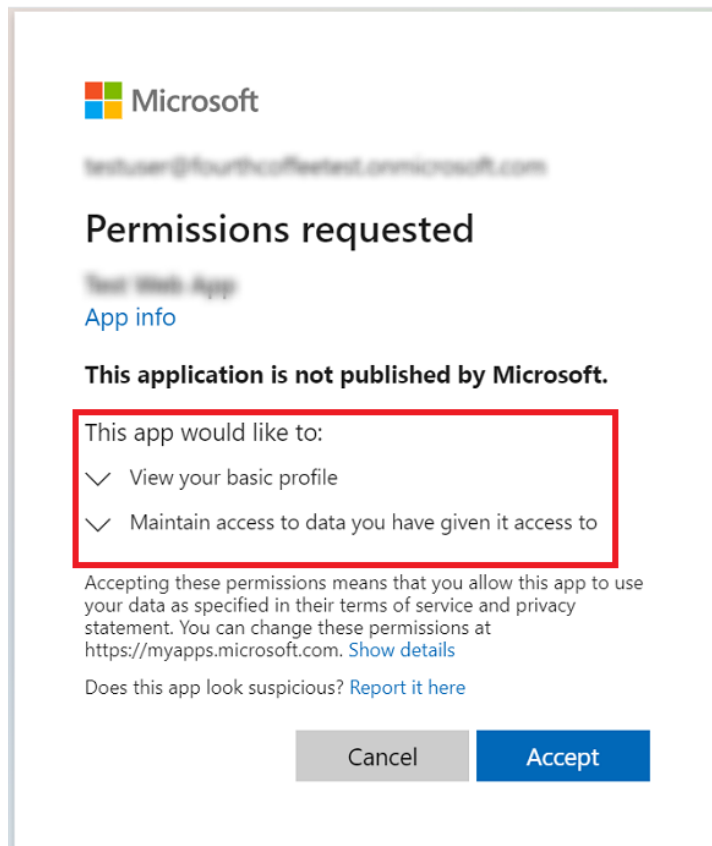


The image shows a Microsoft sign-in page for multi-factor authentication. At the top left is the Microsoft logo. Below it is the email address 'metisware@henleysa.ac.za'. The main heading is 'Enter code'. Below the heading is a text box with a small icon of a mobile device and the text 'Enter the code displayed in the Microsoft Authenticator app on your mobile device'. Below this text box is a code input field with the placeholder text 'Code'. Underneath the code field is a link that says 'Having trouble? Sign in another way'. Below that is another link that says 'More information'. At the bottom right of the page is a blue button labeled 'Verify'.

Depending on your account, you may have multi-factor authentication enabled. If you do, enter it here. Press "Verify" to proceed.



Press "Yes". This will reduce the amount of times you will be asked to sign in Henley Scout.



If this is your first time accessing Henley Scout will be asked to grant Henley Scout access to your account. This is so that your identity can be shared with Scout so that you will be able to log in. Press "Accept". You will now be redirected to your dashboard.

If you encounter any issues kindly log a ticket by emailing support@metisware.com and attaching a picture of the error message.