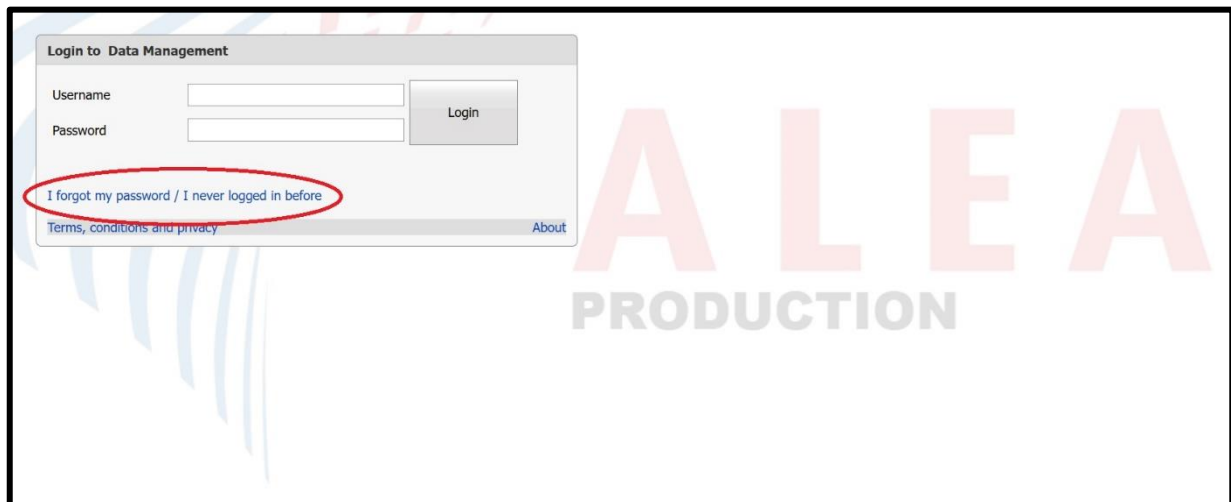


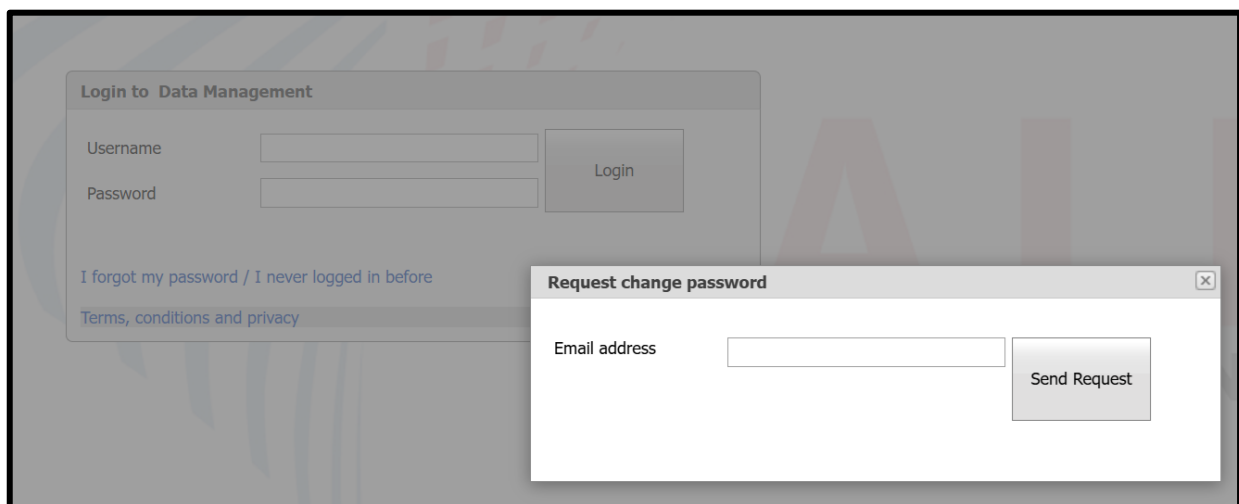
## Instructions for first time logging into the Alea data entry system

The following document provides instructions on how to log in to the Alea system for the first time. If you have any questions regarding logins or data entry, please contact the audit team on [torsaudit@entintegrate.co.uk](mailto:torsaudit@entintegrate.co.uk).

1. Click on [this link](#) to access the Alea login page. If this is your first-time logging in, select “I forgot my password/ I never logged in before”.



2. Enter the email address you used to register with the National Head and neck Robotic Surgery audit. This will be the same email you will receive email updates from the INTEGRATE team.



3. Review and accept the terms of service.

TENALEA.NET services - Terms of use BEST EFFORT contracts

**FormsVision Software Legal Policies, Rules and Regulations and Terms of Service.**  
*Last Updated December 6, 2011*

**Terms of Service/Acceptable Use Policy**

**1. GENERAL.**  
This Acceptable Use Policy ("AUP"), including the following list of Prohibited Activities, encourages the responsible use of the web sites (the **Sites**) made available by FormsVision BV. and/or its affiliated companies and subsidiaries (collectively, "FormsVision" "us" or "we"), and any features and functionality made available through the Sites including without limitation hosting services (collectively, the "Services"). This AUP is incorporated by reference into the Terms of Use for the Sites and is an integral part of your Agreement with FormsVision. The purpose of this AUP is to delineate the type of actions and content that are contrary to our mission and philosophies as well as to ensure that your use of our Sites and Services is in

I agree with the terms and conditions for the use of TENALEA.NET services

4. Enter a new password and confirmation of password. Your account name will be the same as your email address.

**Password expiration**  
The password you set now will expire in 365 days. When you log in after your password has expired, you are prompted to renew your password after logging in. You can change your password at any time by selecting *forgotten password* in the TENALEA login screen, or by selecting *Change password* from the data management menu.

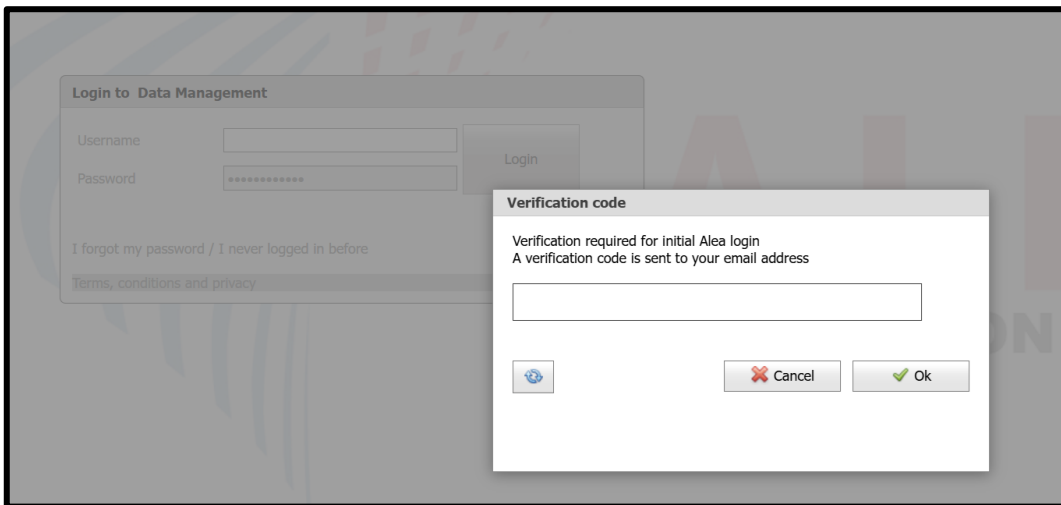
**Password length**  
The password you set should have a minimum length of 8 characters.

Accountname

New password

Confirm new password

5. After the first time you login, you will need to enter the six-digit verification number to continue.



6. You will now be able to access the data entry system. For further information on data entry, please consult the [data entry instructions document](#).

