

# Sign-In and Registration Instructions

The California Strawberry Commission’s New Industry Portal allows for both Microsoft and Google authentication methods. If you use either of these accounts, you will use your existing email log-in credentials to access the portal. The California Strawberry Commission will never have access to your credentials.

If you use an email not Microsoft or Google-based, you will be prompted to create a password to associate your current email with Microsoft. Please make sure to save the password that you created for future use. The California Strawberry Commission will never have access to your credentials.

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## Log-in Instructions

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1. Click on the **Sign In/Register** button.
2. In the next screen, select **email**.



3. Enter your email address. If your email address is already on the system, you will be redirected to the Microsoft Authentication page to enter your password. If your email is registered with Google, you will be redirected to the Google Sign-In page.
4. After signing in, you will be redirected to the home page of the New Industry Portal.

## Registration Instructions

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Please, always use your company email address. This will help us to identify the organization you belong to.

The steps to sign in are a little different based on the type of email address that you use. Follow steps 1-4, then based on the kind of email you use, proceed to the appropriate sub-section below to find the following steps:

1. Click on the **Sign In/Register** button.
2. In the next screen, select **email**.

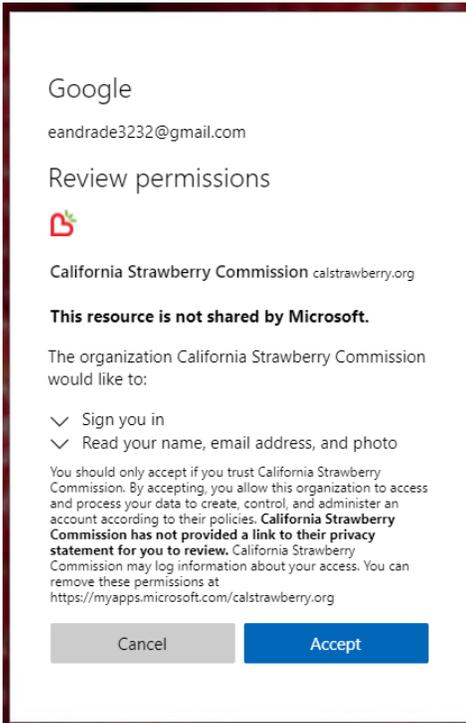


3. Enter your email address and click **Continue**.
4. In the next **Register** screen, fill out the form. If your email address is incorrect, click on the **“Start over”** link at the bottom left and start again.
  - a. Enter your first name, last name, company, job title, and phone number.
  - b. In the **Industry Classification** dropdown, select the option that reflects your position in the strawberry industry. For example, if you choose **Grower, Shipper, Processor, Retailer**, or **Health Professional**, you will be prompted to select the location of your farm.
  - c. If you are a Spanish-speaking only user, click on the **Spanish Speaking Only** checkbox.
  - d. Click on **Continue** when the form is completed.

## If you have a Google account

If your organization is using Google Apps or if your email address ends with gmail.com, the following steps will occur:

5. You will be redirected to Google's sign-in page. Enter your email and your password.
6. After that, the process will take a few seconds, and you will get the following popup asking for permissions to read your name, email address, and photo:

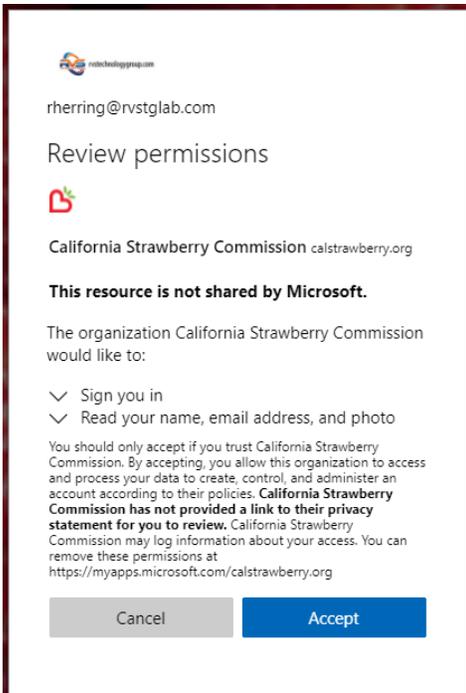


7. After you accept, you will be redirected to the log-in page again. Follow the log-in process again to access the New Industry Portal.

## If you have a Microsoft 365 account

If your organization is using Microsoft 365 (also known as Office 365), the following steps will occur:

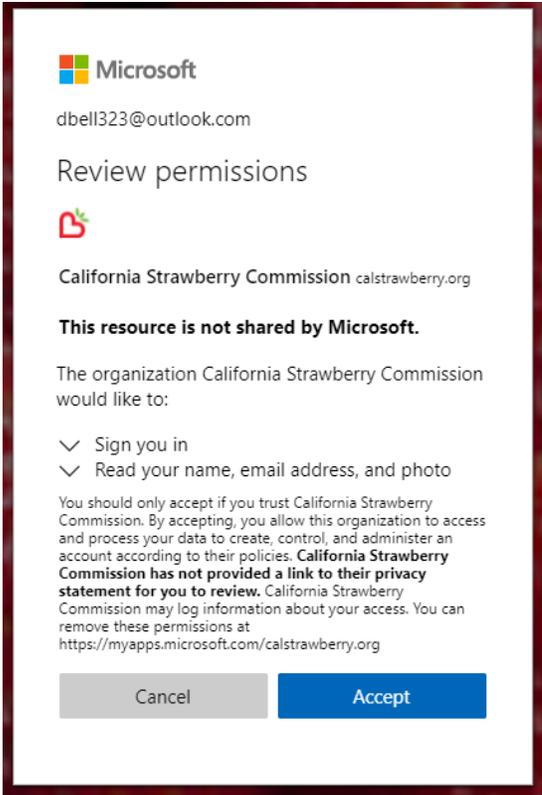
5. You will be redirected to the Office 365 sign-in page of your organization. Enter your email and your password. Based on your organization's policies, you may be asked to confirm your identity by providing a second-factor authentication (2FA) method.
6. After that, the process will take a few seconds, and you will get the following popup asking for permissions to read your name, email address, and photo:



7. After you accept, you will be redirected to the New Industry Portal.
8. In the meantime, you will also receive an email from us letting you know that you have been provided access to our New Industry Portal. Clicking on the link will take you directly to the New Industry Portal.

### If you have a Microsoft account

5. You will be redirected to Microsoft 's sign-in page. Enter your email and your password.
6. After that, the process will take a few seconds, and you will get the following popup asking for permissions to read your name, email address, and photo:

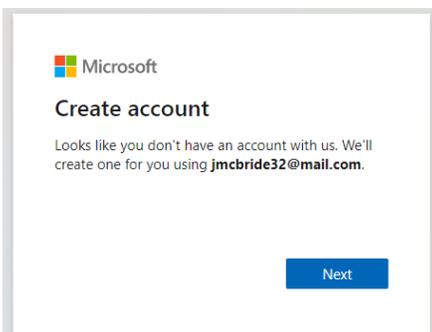


7. After you accept, you will be redirected to the New Industry Portal.
8. In the meantime, you will also receive an email from us letting you know that you have been provided access to our New Industry Portal. Clicking on the link will take you directly to the New Industry Portal.

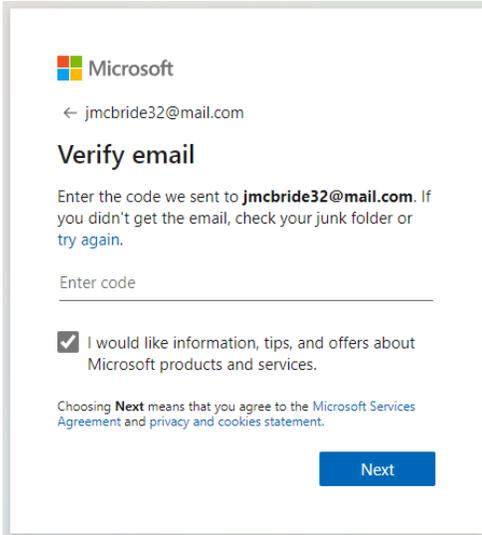
### If you don't have a Google or Microsoft 365 account

If your organization doesn't use Google Apps or Microsoft 365 or your email address is not a Microsoft account (usually in one of the following domains: hotmail.com, outlook.com, msn.com), you will be asked to create a Microsoft account using the provided email address. The password you choose will be stored in the Microsoft authentication service and not in the California Strawberry Commission servers.

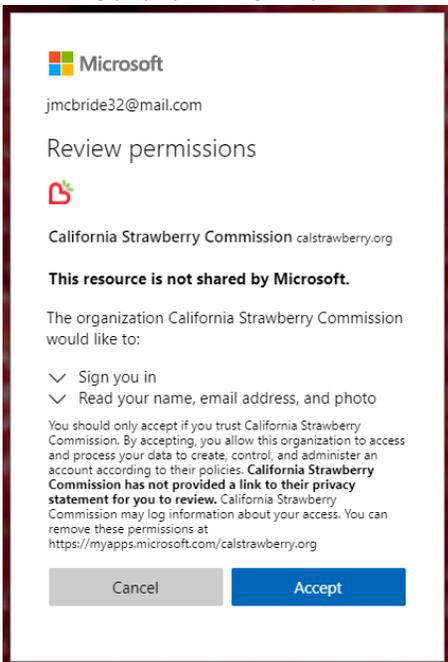
5. You will be asked to create a Microsoft account. Click on **Next**.



6. You will be asked to create a password. Make sure your password is strong, and do not use the same password used in other services. Click on **Next**.
7. An email with a code will be sent to your email. Enter the code in the following screen and click **Next**:



8. Next, Microsoft will challenge you to resolve a puzzle or select some images on the screen to make sure you are an actual human.
9. When the account creation process is completed, it will take a few seconds, and you will get the following popup asking for permissions to read your name, email address, and photo:



9. After you accept, you will be redirected to the New Industry Portal.

## Password Reset

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Since the California Strawberry Commission doesn't store any credentials, the process to reset your password varies depending on the email system you or your company is using:

### If you have a Google account

- If your company is using Google Apps, ask your IT department to help you reset your password.
- If your email address ends with gmail.com, follow the steps in the following link to reset your password: <https://support.google.com/mail/answer/41078>

### If you have a Microsoft 365 account

- If your company is using Microsoft 365 (also known as Office 365), ask your IT department to help you reset your password.

### If you have a Microsoft account

- If you are using a Microsoft account (usually in one of the following domains: hotmail.com, outlook.com, msn.com), follow the steps in the following link to reset your password: <https://support.microsoft.com/en-us/account-billing/reset-a-forgotten-microsoft-account-password-eff4f067-5042-c1a3-fe72-b04d60556c37>

### If you don't have a Google or Microsoft 365 account

- Suppose your company doesn't use any of the previous scenarios and you already signed in for our New Industry Portal. In that case, you have a Microsoft account associated with the email address of your company. Follow the steps in the following link to reset your password: <https://support.microsoft.com/en-us/account-billing/reset-a-forgotten-microsoft-account-password-eff4f067-5042-c1a3-fe72-b04d60556c37>

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