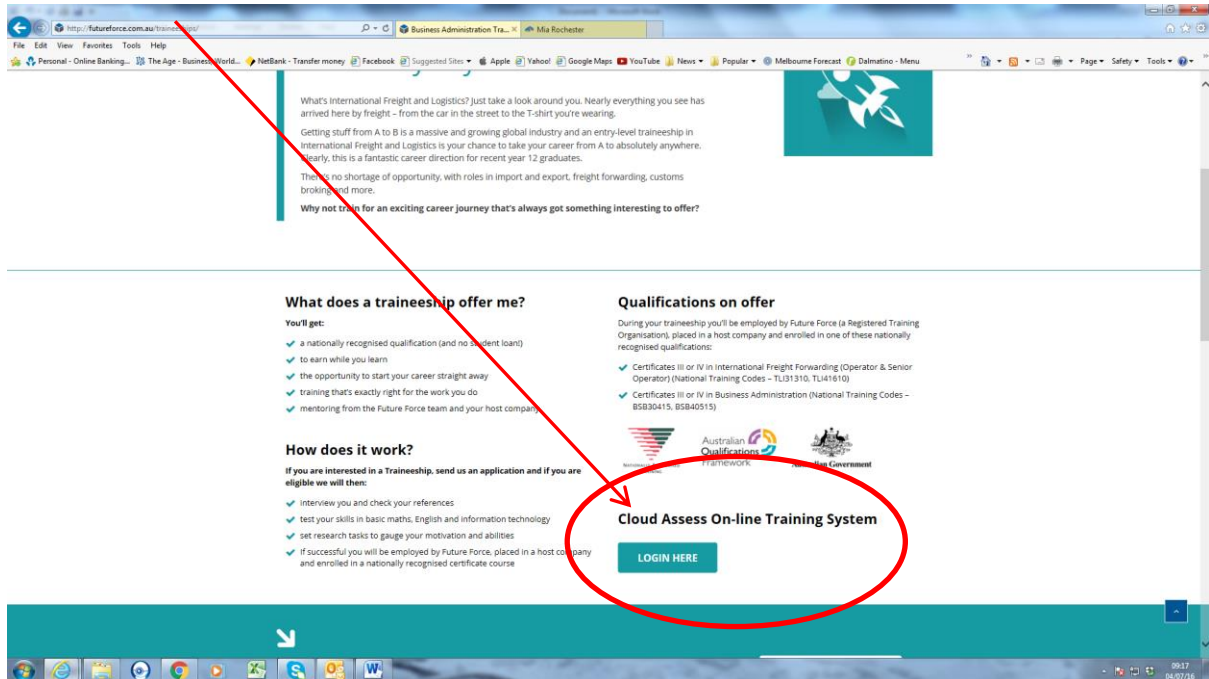# The NEW Future Force/Cloud Assess System
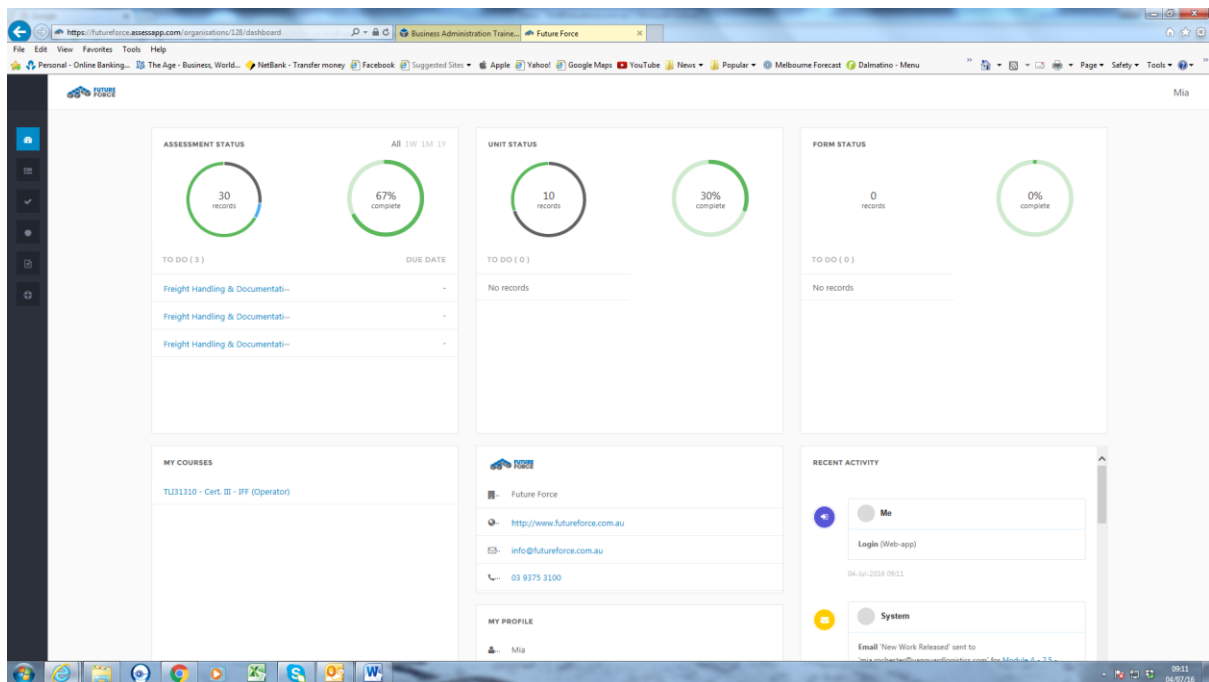
Getting started

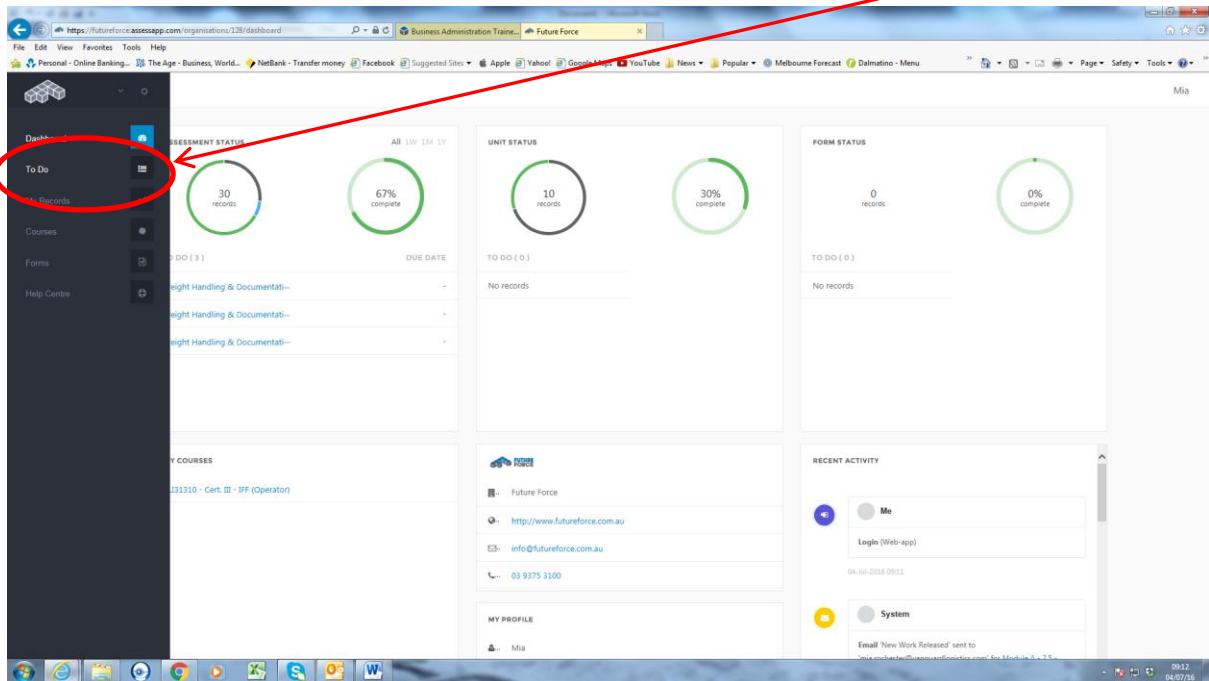**Step 1.** Go to the Future Force website at **www.futureforce.com.au**

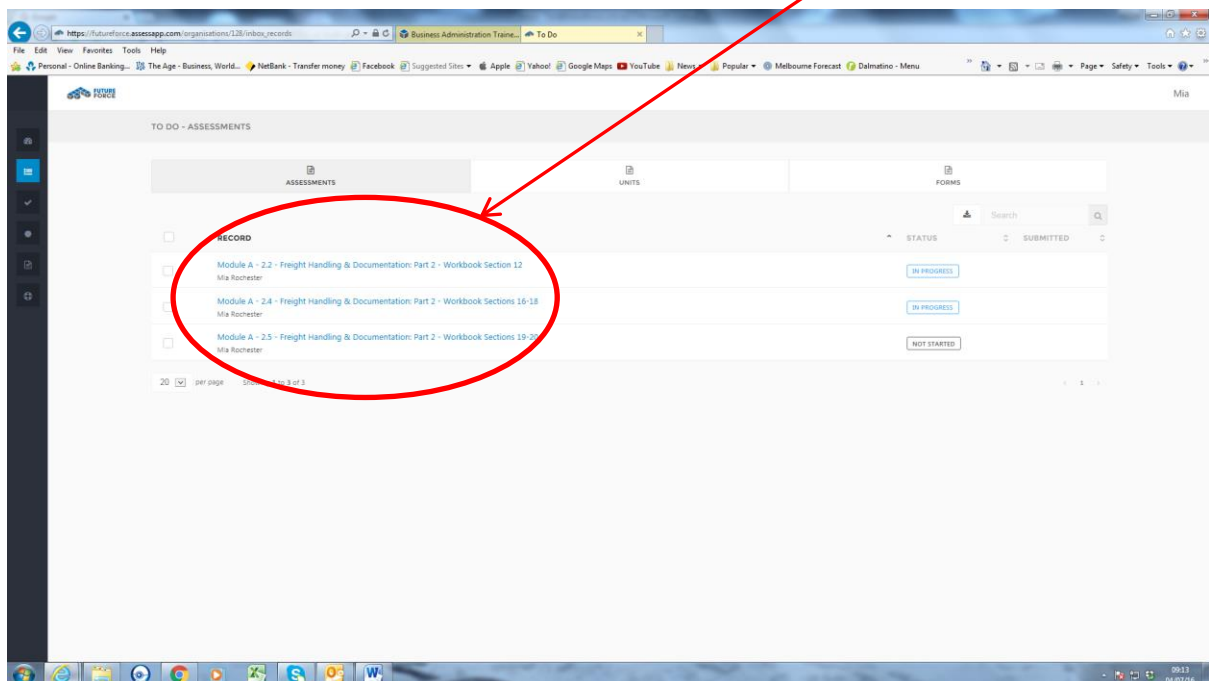Click on the "Traineeships" page where you will find a direct link to the new Cloud Assess login page.

Step 2. Use your current/existing username and password to log-in, when the new dashboard below shall appear.
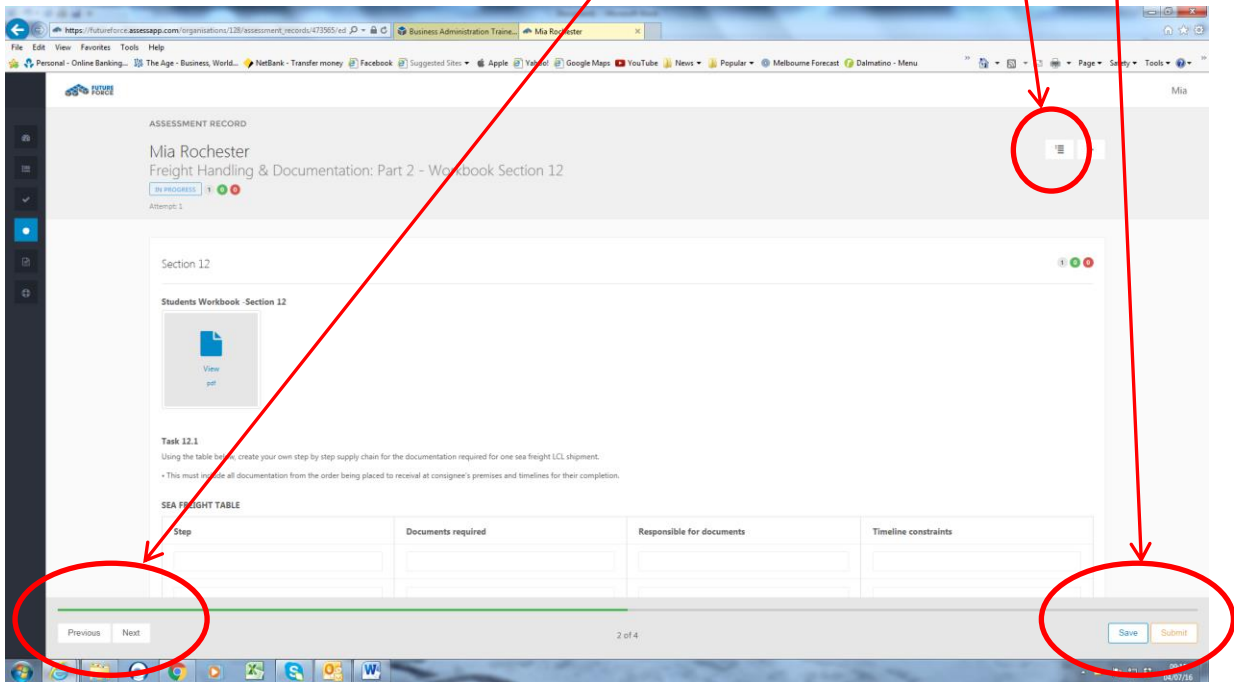
Step 3. Move your curser to the menu on the left to reveal a list of options, including your "To Do" list, which is the replacement for your current "In Box".

Step 4. Complete your work as you have done previously by clicking the unit you wish to comence/continue.

Step 5. Use the bottom menu to either move on to the next or previous section or to "Save" or "Submit" your work. Same rules apply regarding responding to questions and submission of work. You can access different sections or upload additional evidence by using the list button.

If you have any queries regarding the new system, please contact your trainer or any of the staff at Future Force.