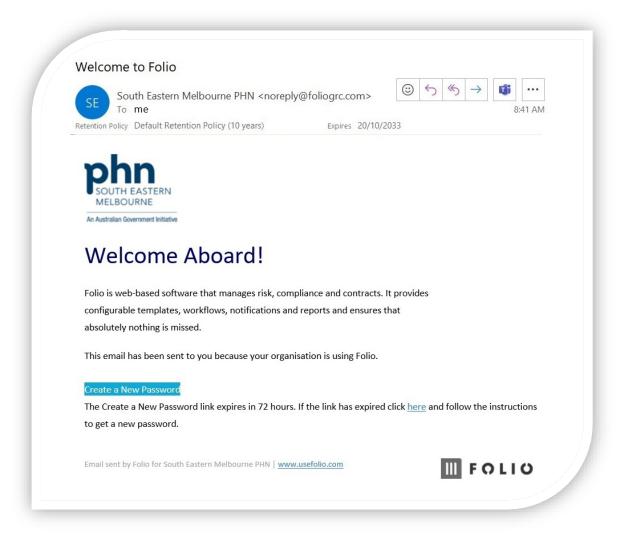
Folio Help



Your Welcome Email

You will receive a welcome email from Folio when your user profile has been created. To set up your own password click on the link displayed in email. This link is active for 72 hours. If you click on the link and it has expired, use the **Forgot my Password option on the login screen** to set up a new password.



Document Title	Folio Help: Your Welcome Email	Date Approved:	16 November 2023
Updated by:	Procurements and Contracts Team	Approved By:	Trisha Nicholls Procurements and Contracts Manager