



COMPLIANCE MANAGER™

by RapidFireTools®

QUICK START GUIDE

Log in with IT Complete

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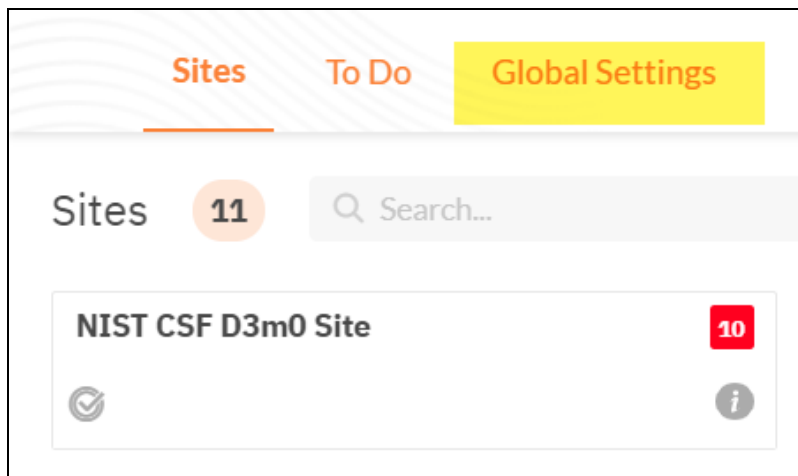
Enable Log In with IT Complete

Once you are logged in with IT Complete, you can jump to any other IT Complete product without having to log in separately for each app. This provides a more seamless workflow and enables IT Complete workflow integrations. Follow these steps to enable users to log in with IT Complete.

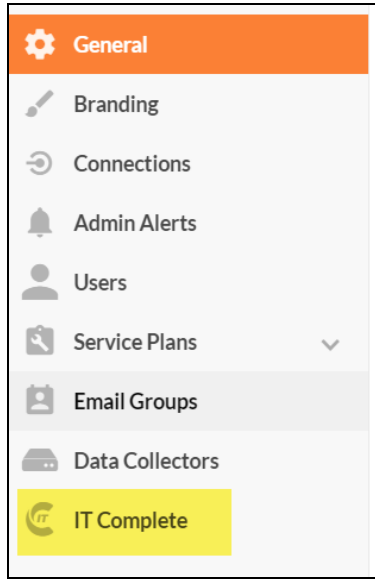
Enable Log in with IT Complete from Global Settings

Before users can access the log in with IT Complete feature, a **GLOBAL ADMIN USER** must first enable the feature at the account level. To do this:

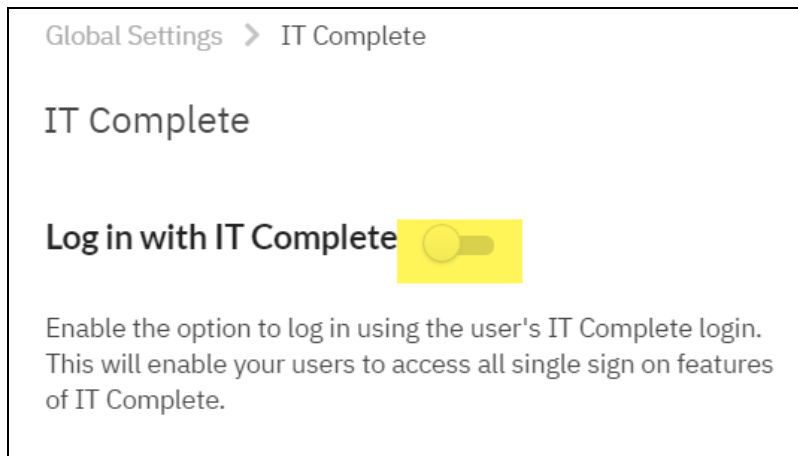
1. Open **Global Settings** from the RapidFire Tools Portal top menu.



2. Open **IT Complete** from the left-hand settings menu.

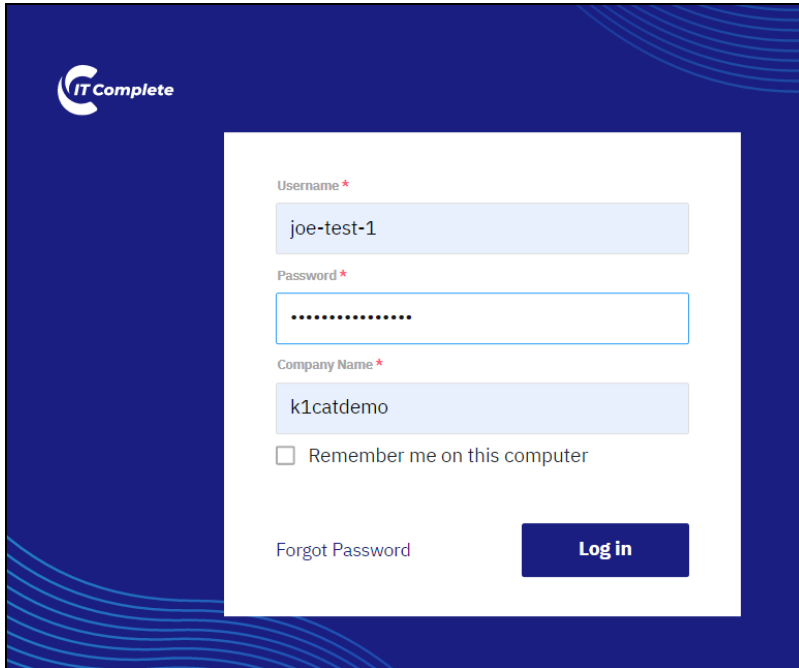


3. Activate the **Log in with IT Complete** slider.

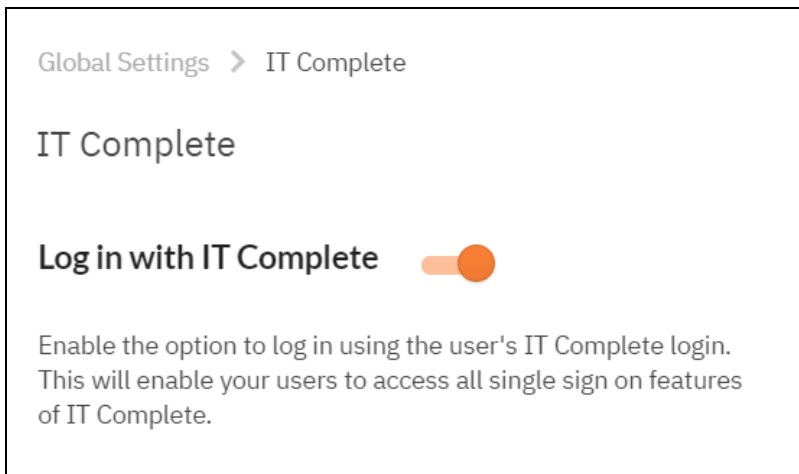


4. The IT Complete portal will open in your browser. Enter your IT Complete log in credentials.

Important: You must enter credentials for a Master user in **IT Complete** to enable this feature.



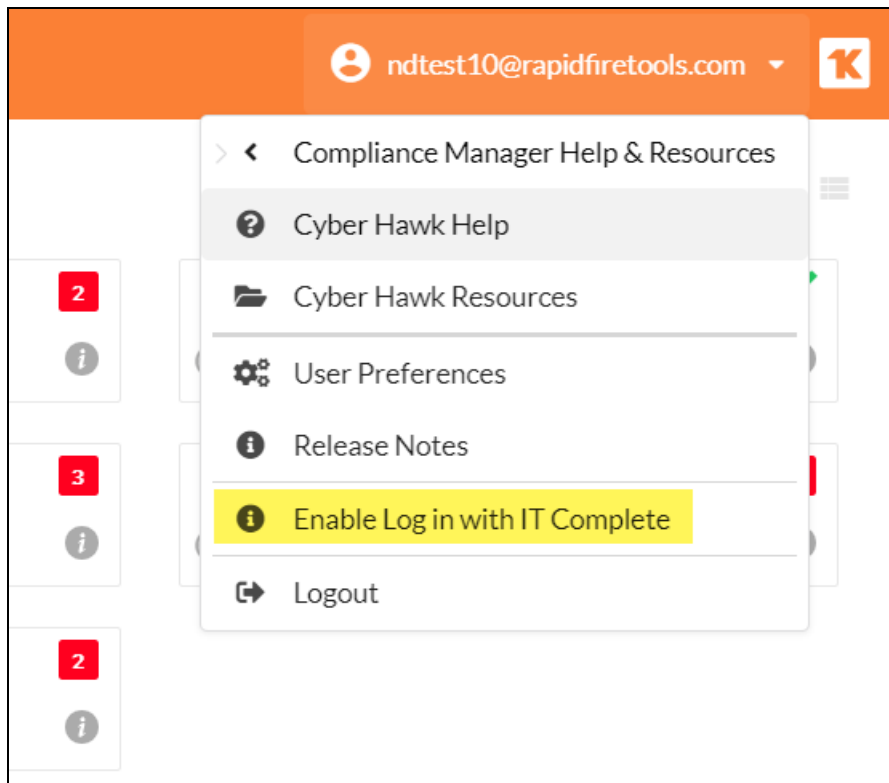
- Once you log in to IT Complete, your browser will return to the RapidFire Tools Portal. The **Log in with IT Complete** feature will be activated for all portal users.



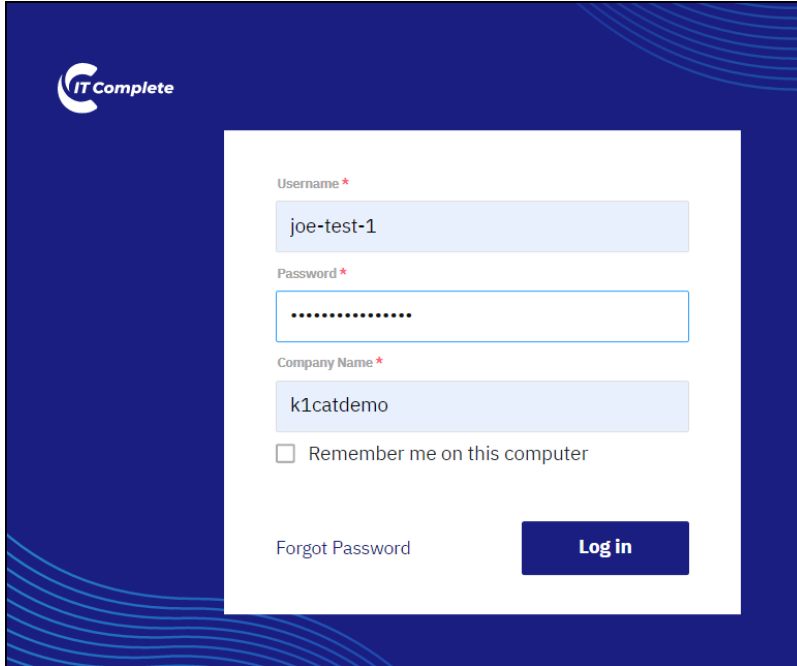
Enable Log in with IT Complete as a User

Once an admin enables the log in with IT Complete feature for the account, individual users can choose to enable Log in with IT Complete for themselves. To do this:

1. Access your portal options from the top-right. Then click on **Enable Log in with IT Complete**.



2. The IT Complete portal will open in your browser. Enter your IT Complete log in credentials.

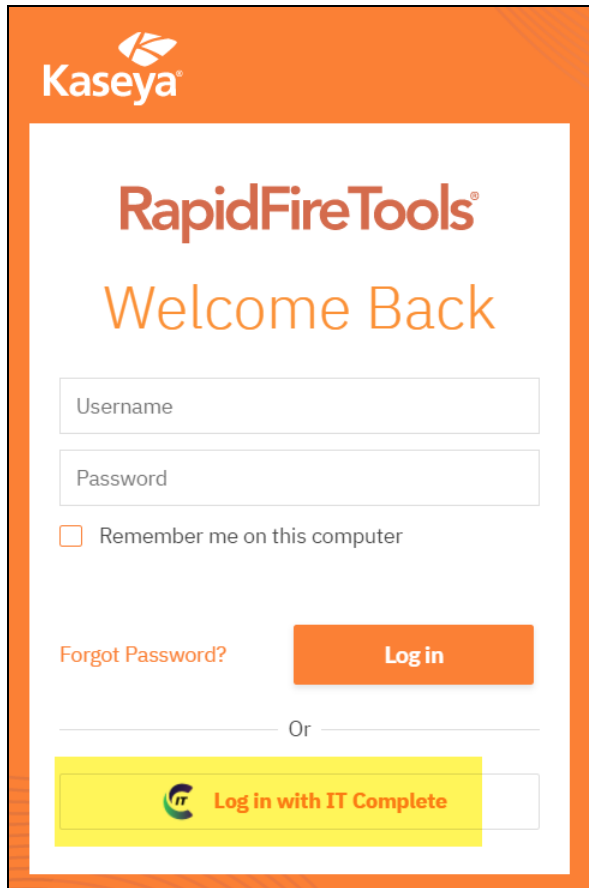


The screenshot shows the IT Complete login interface. It features a white login box on a dark blue background with the IT Complete logo in the top left. The form includes three input fields: 'Username *' with the value 'joe-test-1', 'Password *' with masked characters, and 'Company Name *' with the value 'k1catdemo'. Below these fields is a checkbox for 'Remember me on this computer'. At the bottom left is a link for 'Forgot Password' and at the bottom right is a dark blue 'Log in' button.

3. Once you log in, your local RapidFire Tools Portal user and permissions are associated with your IT Complete login. When you log in with IT Complete in the future, you will enter the RapidFire Tools Portal with the same rights and configuration as your local user.

Log in with your IT Complete user

1. Once you ["Enable Log in with IT Complete as a User" on the previous page](#), you can then click the **Log in with IT Complete** button directly from the RapidFire Tools Portal log in page.



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Welcome Back


Username

Password

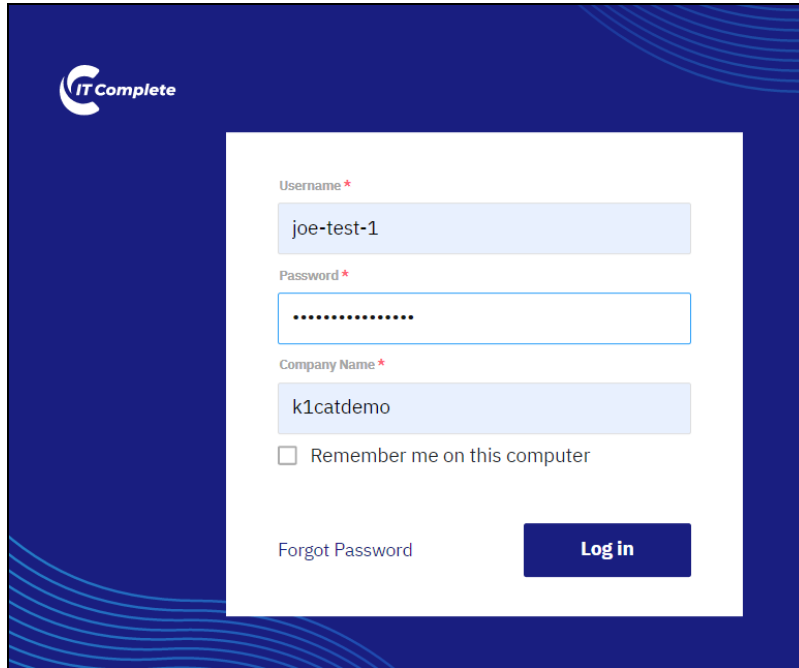
Remember me on this computer

[Forgot Password?](#) **Log in**

Or

 **Log in with IT Complete**

2. The IT Complete portal will open in your browser. Enter your IT Complete log in credentials.



IT Complete

Username *

joe-test-1

Password *

.....

Company Name *

k1catdemo

Remember me on this computer

Forgot Password

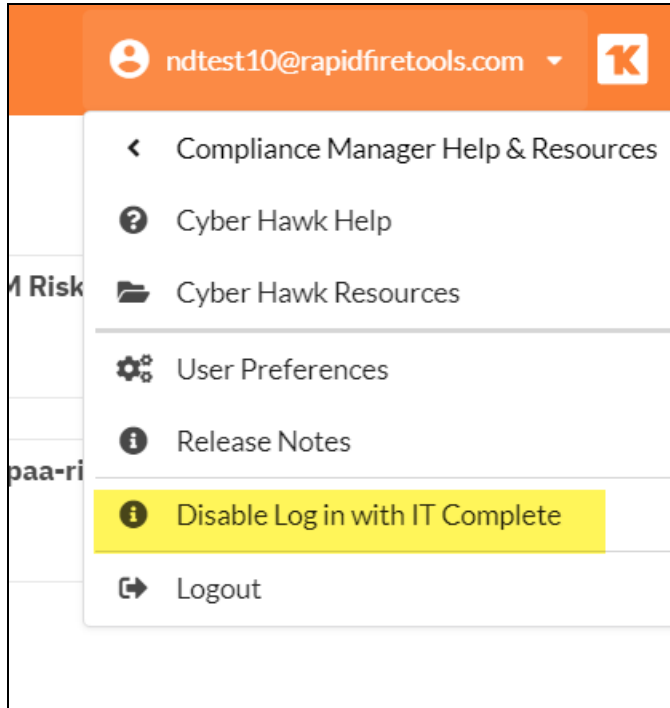
Log in

3. You will then enter the RapidFire Tools Portal with the user that you mapped to your IT Complete account.

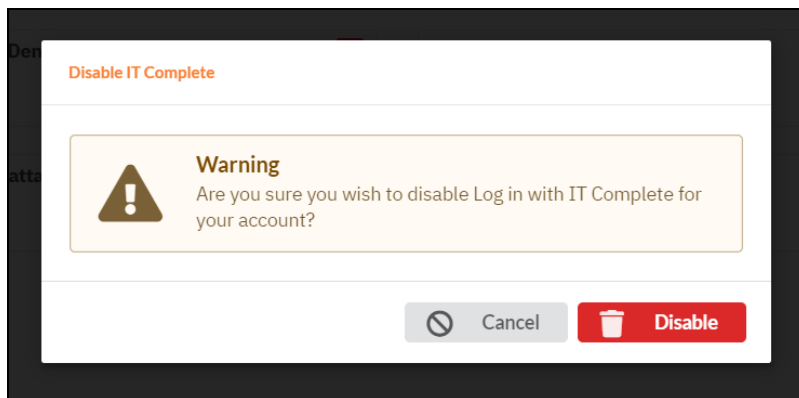
Disable Log in with IT Complete as a User

If you wish to disable the log in with IT Complete feature for your user account:

1. Access your portal options from the top-right. Then click on **Disable Log in with IT Complete**.



2. Confirm that you wish to disable log in with IT Complete. Your RapidFire Tools Portal user will then be unmapped from your IT Complete user.



Frequently Asked Questions

1. *I don't have an IT Complete login. How do I get one?* Contact your primary IT Complete administrator or account manager to get started.
2. *Is my IT Complete login the same for all IT Complete products?* Yes, you can use the same log in for all products that your administrator has enabled Log in with IT Complete on.

3. *What two factor applications are supported?* Passly Mobile or any OTP authenticator that supports 8-digit codes.