

1. How to activate your account in the upgraded SETS

The first time you log in to the upgraded system, you will need to reset your password and activate your account.

1. To reset your password, select 'Forgotten your password' and follow the prompts, see below.

If you try to log in to the upgraded system with your existing Username and Password, you will be asked to reset your password.

Revenue Scotland
Teachd-a-steach Alba

Sign in

Username
This is the username you first registered with

[Forgotten your username?](#)

Password

[Forgotten your password?](#)

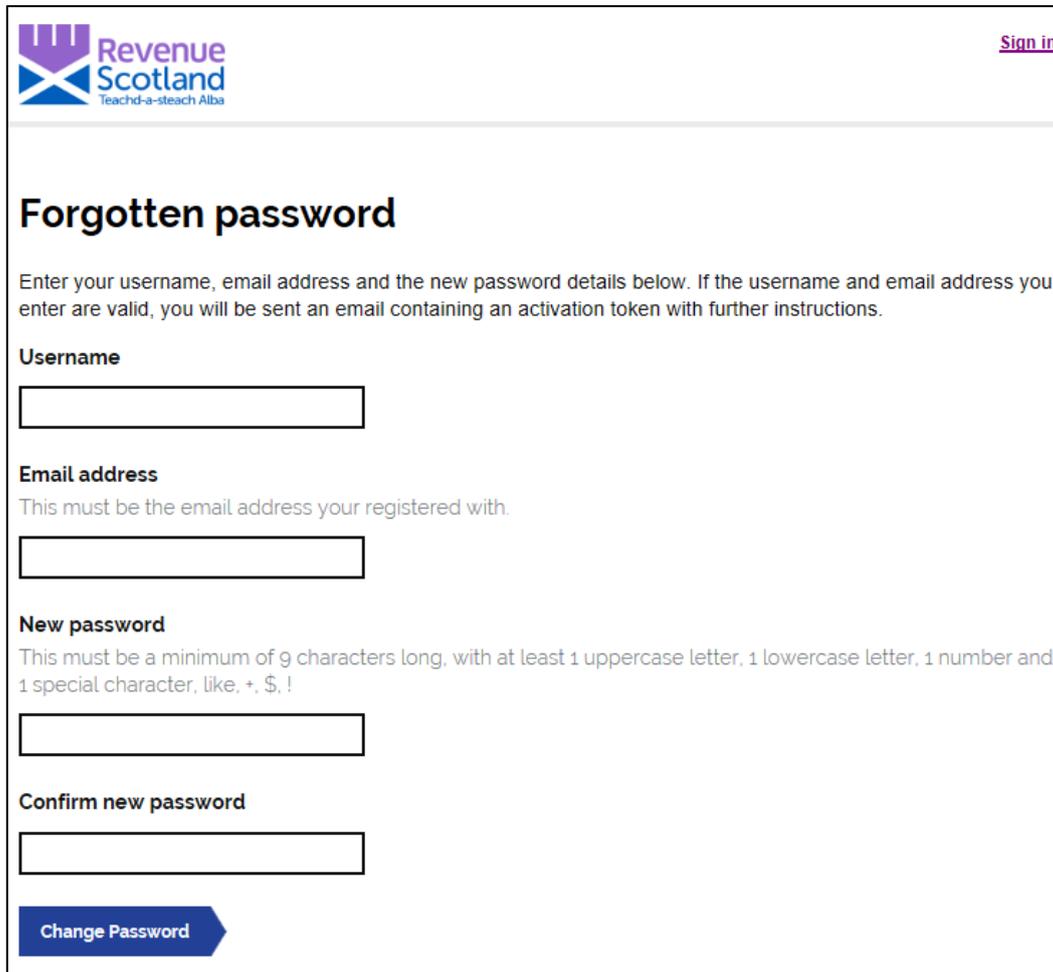
Sign in

[Register if you don't have an account](#)

[Activate your account](#) if you have created an account and have an e-mail about confirming your account creation.

For users who have forgotten/lost their Usernames or unsure as to what email address is associated with their account, contact the Support desk for help.

2. You will be asked to put in your Username and email address. These will be the Username and email address that you **currently use to log in to SETS.**



The screenshot shows the Revenue Scotland website's 'Forgotten password' page. At the top left is the Revenue Scotland logo with the tagline 'Teachd-a-steach Alba'. At the top right is a 'Sign in' link. The main heading is 'Forgotten password'. Below it is a paragraph explaining that users will receive an activation token via email. The form contains four input fields: 'Username', 'Email address' (with a note that it must be the registered email), 'New password' (with a note about character requirements), and 'Confirm new password'. A blue 'Change Password' button is at the bottom.

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[Sign in](#)

Forgotten password

Enter your username, email address and the new password details below. If the username and email address you enter are valid, you will be sent an email containing an activation token with further instructions.

Username

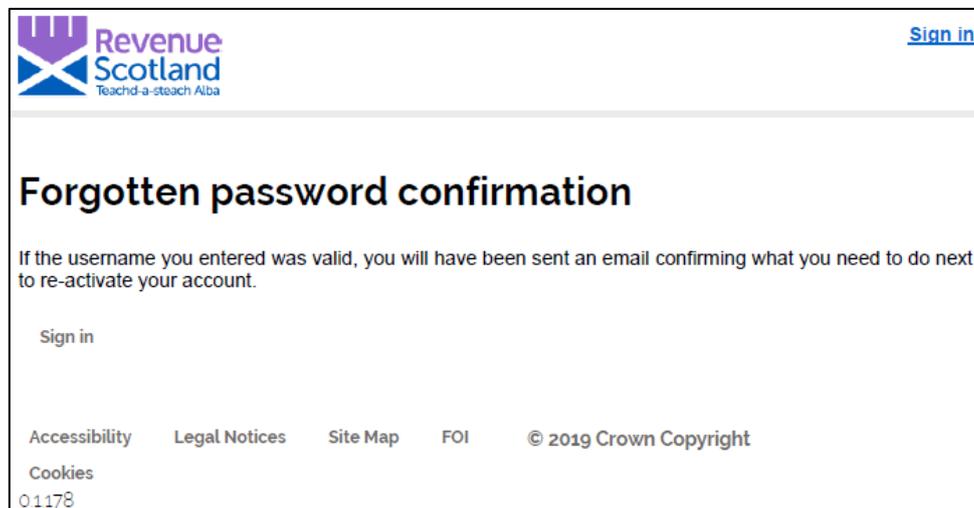
Email address
This must be the email address your registered with.

New password
This must be a minimum of 9 characters long, with at least 1 uppercase letter, 1 lowercase letter, 1 number and 1 special character, like, +, \$, !

Confirm new password

Change Password

3. Once you have created and confirmed your new password, and pressed the 'Change Password' button you will be taken to the following screen :



The screenshot shows the Revenue Scotland website's 'Forgotten password confirmation' page. At the top left is the Revenue Scotland logo with the tagline 'Teachd-a-steach Alba'. At the top right is a 'Sign in' link. The main heading is 'Forgotten password confirmation'. Below it is a paragraph explaining that users will receive an email confirming the next steps. A 'Sign in' link is provided. At the bottom, there are links for 'Accessibility', 'Legal Notices', 'Site Map', and 'FOI', along with the copyright notice '© 2019 Crown Copyright', 'Cookies', and the number '01178'.

Revenue Scotland
Teachd-a-steach Alba

[Sign in](#)

Forgotten password confirmation

If the username you entered was valid, you will have been sent an email confirming what you need to do next to re-activate your account.

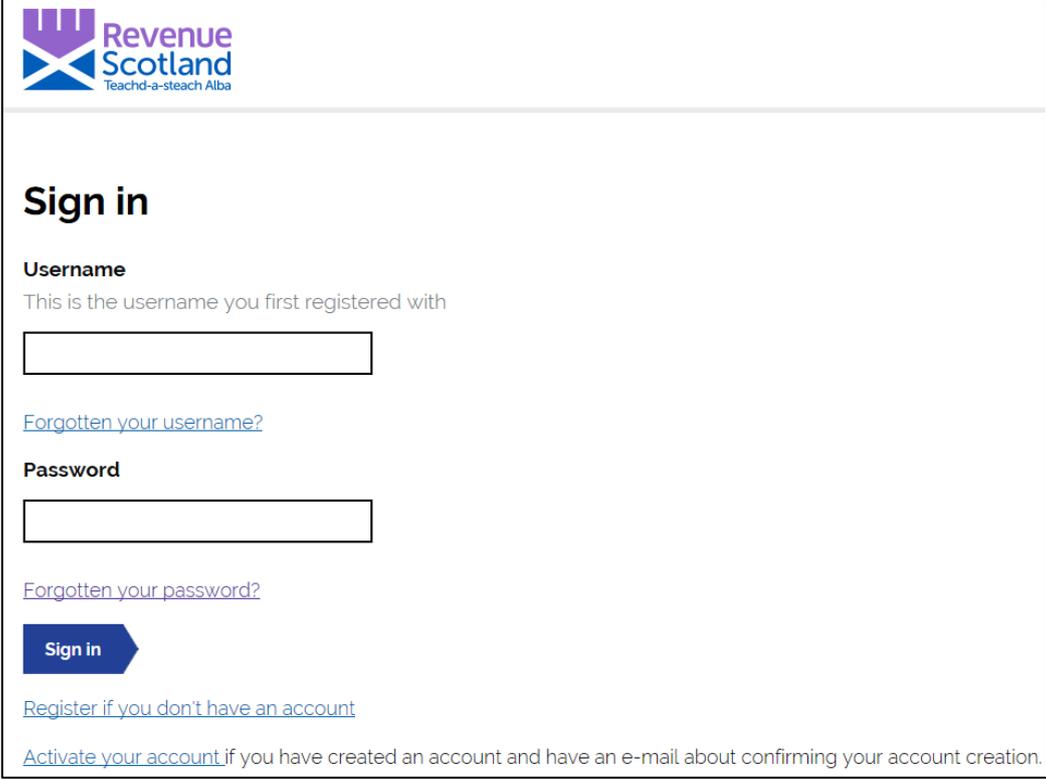
[Sign in](#)

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[Cookies](#)
01178

2. How to login to SETS – business as usual

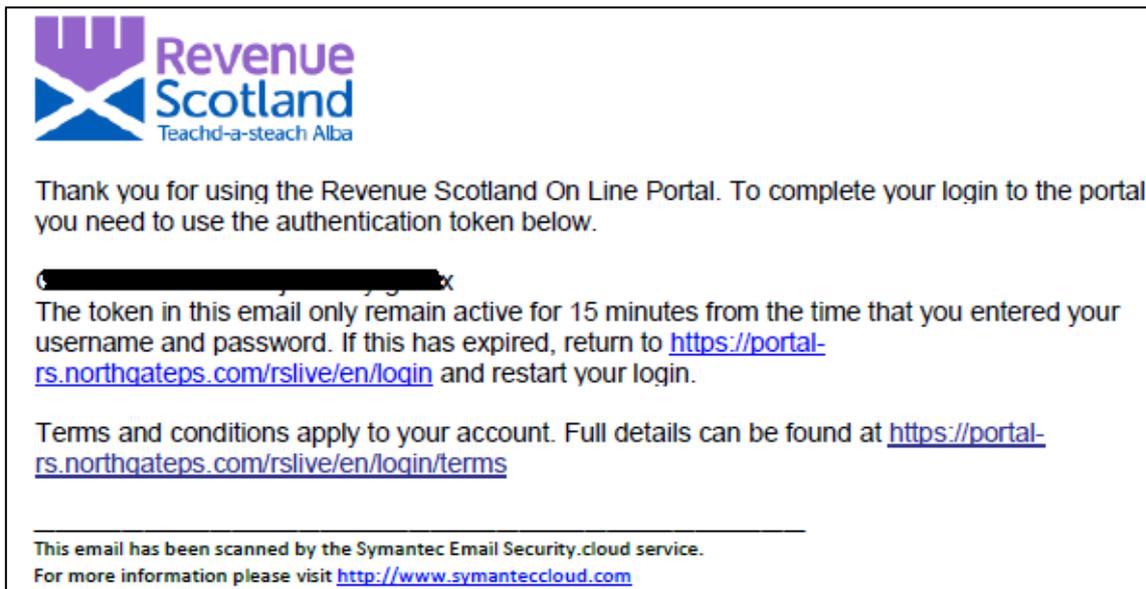
1. When you log in to the system (on day one - after resetting your password), you will see the screen below :



The screenshot shows the Revenue Scotland login interface. At the top left is the Revenue Scotland logo, which includes a stylized purple and blue shield with a white saltire, and the text "Revenue Scotland" and "Teachd-a-steach Alba" below it. The main heading is "Sign in". Underneath, there is a "Username" section with the instruction "This is the username you first registered with" and a text input field. Below the username field is a blue link "Forgotten your username?". The "Password" section follows with a text input field and a blue link "Forgotten your password?". A blue button with a white arrow pointing right and the text "Sign in" is positioned below the password field. At the bottom, there are two blue links: "Register if you don't have an account" and "Activate your account if you have created an account and have an e-mail about confirming your account creation."

When you enter the system for the first time after resetting your password, you will have to enter your username and new password.

2. Once you do this, you will receive an email as part of our 2 factor authentication process. It will look like below :



3. You can then return to the portal, where you will see this page :

 Revenue Scotland
Teachd-a-steach Alba

Sign in

Username
This is the username you first registered with

Token
This is the token in the e-mail you have been sent

Sign in

4. Copy and paste the token into the 'Token' field.

Please note: Each time you log into your account, you will be required to enter your username and password, followed by a one-time passcode that will be emailed to your email address.

5. **Please note:** On Day One all users will be shown a new Terms and Conditions screen.

Users will be required to read and agree to these conditions before proceeding to the dashboard.

A copy of the new Terms and Conditions can be found on our [website](#).

Terms and Conditions

In order to proceed you must read and accept the terms and conditions.

I confirm that I have read and understood the [terms & conditions](#)

[Confirm](#)