Alfresco: Getting started
Logging in for the first time

In this program, you’ll learn how to login to Alfresco for the first time and set up your password.

Step 1

To start, open your web browser and enter the Alfresco website address: collab.royalcollege.ca/share

Then press enter on your keyboard. You can bookmark this URL or add it to your favorites so it’s easy to find in the future.

There are a few steps you need to follow but you only need to complete this initial set up once.

Step 2

Click on ‘Help with User ID and/or Password’.
Step 3

**Enter your User ID**, which is the same as your Royal College member ID.

Then **enter** the **email address** that you have registered with the Royal College.

Now **click** the **submit** button.

You will now receive a confirmation email from **no-reply@royalcollege.ca**.

Check your email inbox and open the message. **If you don’t receive it within a few minutes, check your spam folder.**

Step 4

**Click** on ‘Follow this link’ and a new window will open in your browser.
Step 5

Enter your User Id.

Next, create your new secure password using the criteria listed on the screen.

Confirm your new password and click the Submit button.

Step 6

You will see a new window that says Password Change Confirmation.

This means that your new password has been set.

Next, click on Return to Alfresco.
Step 7

Now you’re ready to log in to Alfresco.

Enter your User ID along with your new password.

Then click the Login button.

Congratulations! You’ve just logged into Alfresco.

Now that you have completed these steps, the next time you login you’ll just enter your User ID and password.

To learn more about Alfresco, visit royalcollege.ca/alfresco.

If you need help using Alfresco, please contact your Site Manager.

You can also send an email to membership@royalcollege.ca.