

Careskills
ACADEMY

Part of iHasco 

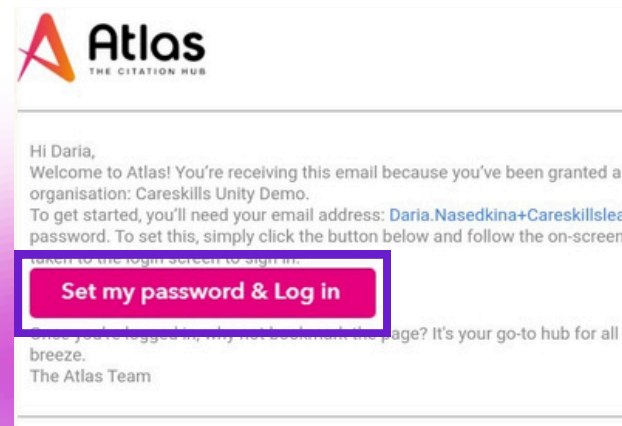
Access your training: How to log in

Learner guide



Step 1

Find an email from
do_not_reply@citation.co.uk
in your in your inbox and click
"Set up my password & Log in".



Step 2

Type in **your email** and
click **"Continue"**.

A screenshot of the Atlas login screen. The header shows the Atlas logo and the text "THE CITATION HUB". Below the header, there is a pink box containing the following text: "Welcome to Atlas - The Citation Hub. Please follow the instructions on the next few screens to set your password, after which you'll be directed to the sign in screen. You will first need to enter your username/email which was specified in the Welcome email." Below this box, there is a red rectangular box containing an input field labeled "Email address" with the placeholder text "Email address". Below the input field is a red button labeled "Continue". At the bottom of the screen, there is a link labeled "Back to login".

Step 3

Go back to your email, copy a **6 digit number** and paste it here. Click **"Continue"** to proceed.



Atlas
THE CITATION HUB

If your email exists in Atlas, you will receive a 6 digit Verification Number. Make sure to check your spam folder if you can't find it.

Verification Number

Verification Number

Continue

Step 4

Create your **new password** by following instructions on the screen. Then, click **"Reset password"**.

Atlas
THE CITATION HUB

Please create your new password.

Atlas passwords must be 8-20 characters and contain at least one lowercase letter (a-z), one uppercase letter (A-Z), one digit (0-9) and one special character (@%*!).

New Password

New Password

Confirm New Password

Confirm New Password

☐ Show passwords

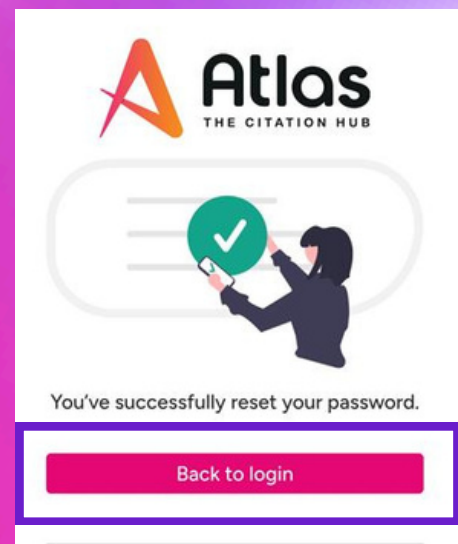
Reset Password

[Back to login](#)

Step 5

Now you can go to your account!

Click **“Back to login”**.



Step 6

Log in to your account with new credentials

Use **your email** and a **password** you just created to log in.
Click **“Login”**.

A screenshot of the Atlas login page. At the top, the Atlas logo (an orange 'A' with a red star) and the text 'Atlas THE CITATION HUB' are displayed. Below the logo is a login form with two input fields: 'Username/Email' and 'Password'. The 'Username/Email' field contains the placeholder text 'Username/Email'. Below the 'Password' field, there are two checkboxes: 'Show password' and 'Remember me on this device'. To the right of the 'Show password' checkbox is a link that says 'Reset Password'. At the bottom of the form is a red button with the text 'Login' in white. Below the button, there is a section titled 'Any problems logging in?' followed by a paragraph of text: 'Your Citation Virtual Assistant is here to help. Click the chat window in the bottom right-hand corner to get started.'

You are in!

What now?



Start your training, you are all set!



Not sure **how to operate the platform?**

Check out [this guide](#).



If you have **issues logging in or with the platform**, please [submit a support ticket](#)

[here](#) and we will assist as quickly as possible.