

## Request a Temporary Password

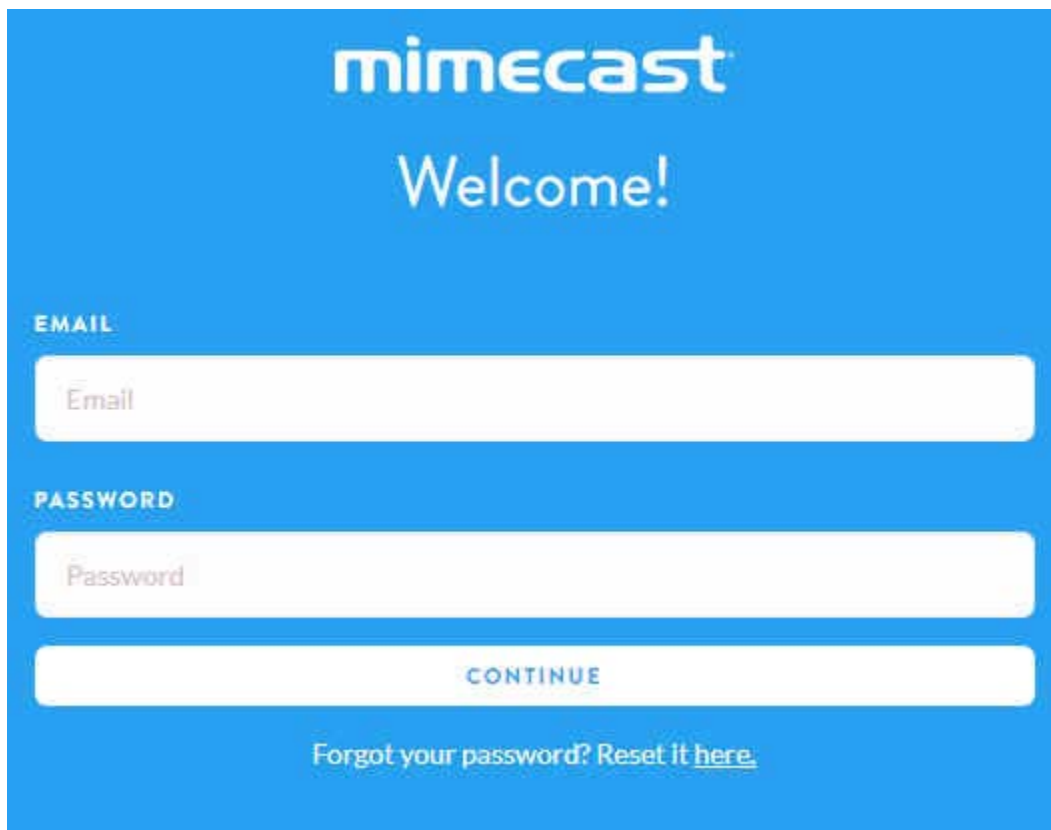
- Go to: <https://secure.ataata.com/login> (use the Google Chrome browser).
- Below the login dialog you will see. Forgot your password? Reset it here.
- Follow the link and enter you email address.
- Check your email for your new password directions. This is a two-step process. The first message will confirm you made the request. The second message will contain your password. The messages will come from noreply@ataata.com. You may need to check spam.

These Mimecast passwords can be a bit tricky. All alpha characters are lower case. You may want to copy and paste the password into the login box. No trailing or leading blanks!

## Mimecast Security Awareness Training Login

You will receive an invitation to your next Security Awareness Training experience via email. The email message will include a link to Mimecast's secure servers at <https://secure.ataata.com/>. Your first invitation will include a temporary password. Please follow the steps below to complete your Mimecast account set-up.

### Initial Login

The image shows a login form for Mimecast. At the top, the word "mimecast" is written in white lowercase letters on a blue background. Below it, the word "Welcome!" is written in a larger white font. The form consists of three main sections: 1. "EMAIL" section with a white input field containing the placeholder text "Email". 2. "PASSWORD" section with a white input field containing the placeholder text "Password". 3. A white button with the text "CONTINUE" in blue. At the bottom of the form, there is a link that says "Forgot your password? Reset it [here](#)." in white text.

**mimecast**

Welcome!

EMAIL

Email

PASSWORD

Password

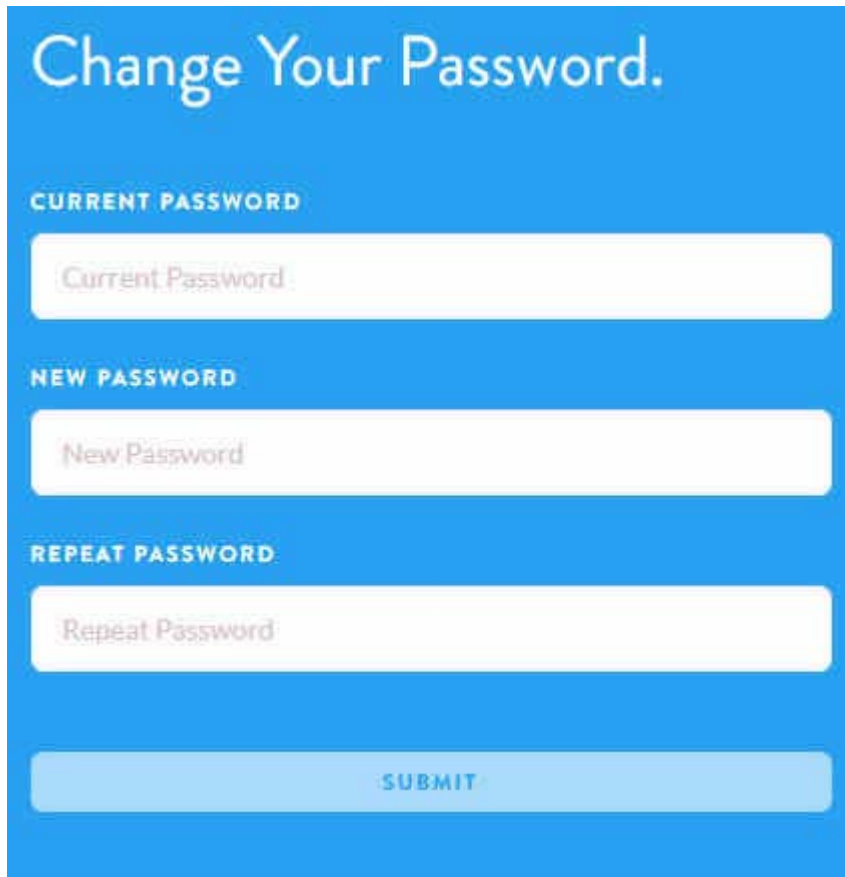
CONTINUE

Forgot your password? [Reset it here.](#)

**Email:** Enter the email address where you received the invitation.

**Password:** Enter the temporary password from the invitation.

Click CONTINUE



The image shows a blue-themed web form titled "Change Your Password." It contains three input fields: "CURRENT PASSWORD" with a placeholder "Current Password", "NEW PASSWORD" with a placeholder "New Password", and "REPEAT PASSWORD" with a placeholder "Repeat Password". At the bottom is a light blue "SUBMIT" button.

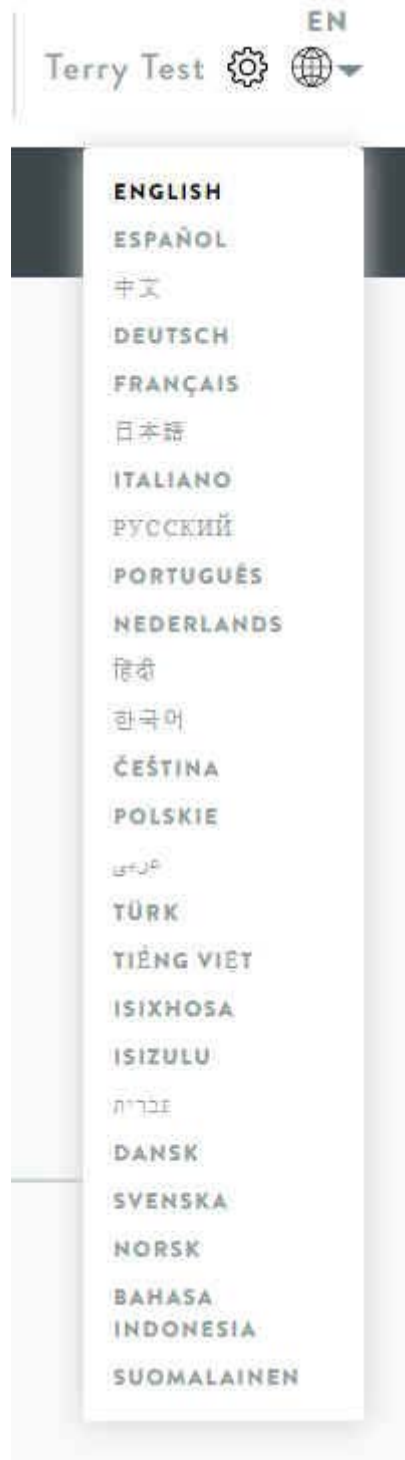
The next screen will ask you to Change Your Password. The new password will be the one you use with the system going forward.

**Current Password:** Enter the temporary password provided by Mimecast.

**New Password:** Provide Mimecast with a new password to use with the system. Note: RPM Corporate Policy requires all employees use a 10-character minimum password.

**Repeat Password:** Verify the password you just entered.

Click SUBMIT



To select your preferred language, click on the Globe icon in the upper-right corner of the screen. This opens the drop-down menu you see above. Select your preference from the menu. All screen text will be translated to your selection. Video content will either be sub-titled or overdubbed in the language you select. Your account set-up is complete.

## Training

For both LIBRARY and TRAINING CAMPAIGNS (select on the banner, next to the RPM logo), modules are divided into sections:

- **Pending Modules** – These are the modules that have been assigned to you and need to be completed.
- **Previously Viewed Modules** – These are the modules you have completed and are available for review.

In addition, the LIBRARY offers the **Training Overview** – This is the introductory video. If you selected a non-English language, you may wish to watch this video with your preferred language enhancements.

## Support

Please contact [SecurityAwareness@rpminc.com](mailto:SecurityAwareness@rpminc.com) or [issuelog@rpminc.com](mailto:issuelog@rpminc.com) with any questions or concerns. You can also call Terry Pfeiderer or Matt Franklin at 330.273.5090 for additional information.