



Innovate | Create | Scale

Getting Started

To get you started the first thing you need to know is how to login!

How to Login

Once you are provided access to the CEED Community, you will receive two emails: a welcome email and a set password email.

Once you are logged in you will be taken to your **User Dashboard** where you will see a summary of any and all **Ventures** (projects) CEED has for you.

What can you do within this portal?

Within this portal you have access to the following sections...:

Products is where you can purchase advisory sessions and complete the required payment for programs.

Knowledge Base is where you can find any relevant documents CEED has posted for you to learn from, like this lovely support document.

Ventures is where you can find a summary of your client profile and the details about your advisory sessions.

Invoices is where all of your invoices due or paid with CEED are stored.

Contracts is where you will see any relevant contracts in place between you and CEED.

Estimates is where you will see any quote estimates given.

Proposals is where you will find any proposals from CEED to you.

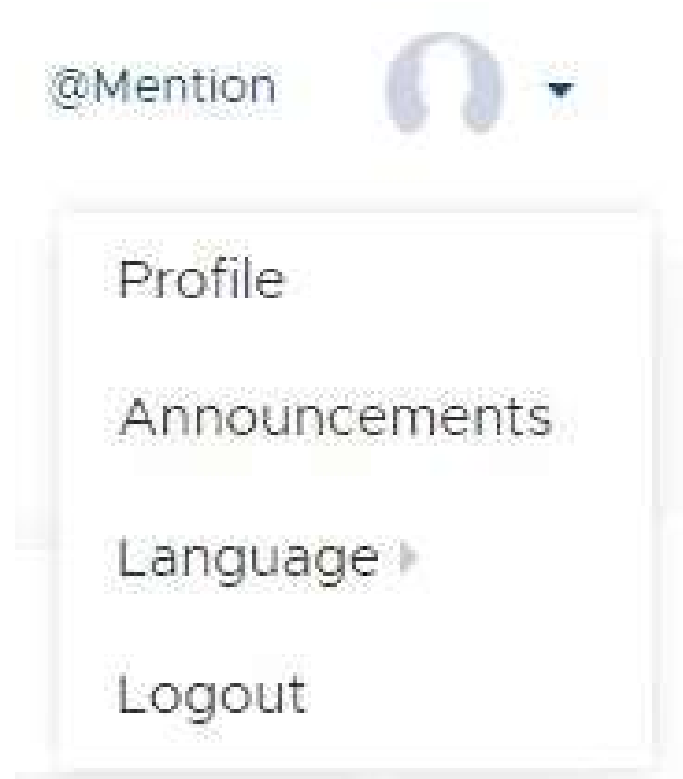
Support is where you can request general or IT support.

@Mention is a feature where an advisor can tag you to get your attention (or vice versa)

The image with a down arrow is where you can access your profile, announcements, language settings, or where you can click to log out.



Options within the Drop Down Menu



Profile– this is where you fill out the company profile that CEED will be able to access, set your profile picture, update your email notifications settings, and change your password.

Announcements – this is where you will see all of the announcements your advisor or program instructor releases. You will only see the announcements that are relevant to you.

Language settings – this is where you can change your language settings for the entire website.

Logout – to logout simply select this option and confirm the action.

What should you do first within the CEED Client Portal?

Step 1

The first thing you will want to do is update your password to something secure and that you will remember. But how?

Navigate to the **image and arrow** located at the top right of your webpage, then select the down arrow to open more options and select the **Profile** tab.

Step 2

From here you will see on the right side of your screen a section called **Change Password**. Simply **enter your old password**, and **enter your new password twice** and select the **Change Password** button below to successfully update your client portal password!

While your here...

While you are within the **Profile** section you can fill out everything that is relevant to you and your company and upload an image to personalize your user profile. Please make sure to select **Update** at the bottom of the page to save your changes.

The image shows a screenshot of the CEED Client Portal. At the top right, there is a user profile icon with a down arrow. A dropdown menu is open, showing options: Profile, Announcements, Language, and Logout. Below this, there is a 'Change Password' section with three input fields: 'Old Password', 'New Password', and 'Repeat Password'. At the bottom of this section is an orange button labeled 'CHANGE PASSWORD'.