



LOGIN GUIDE FOR LINKEDIN USERS

(IHRP Portal | IHRP Connect | IHRP Playbook)

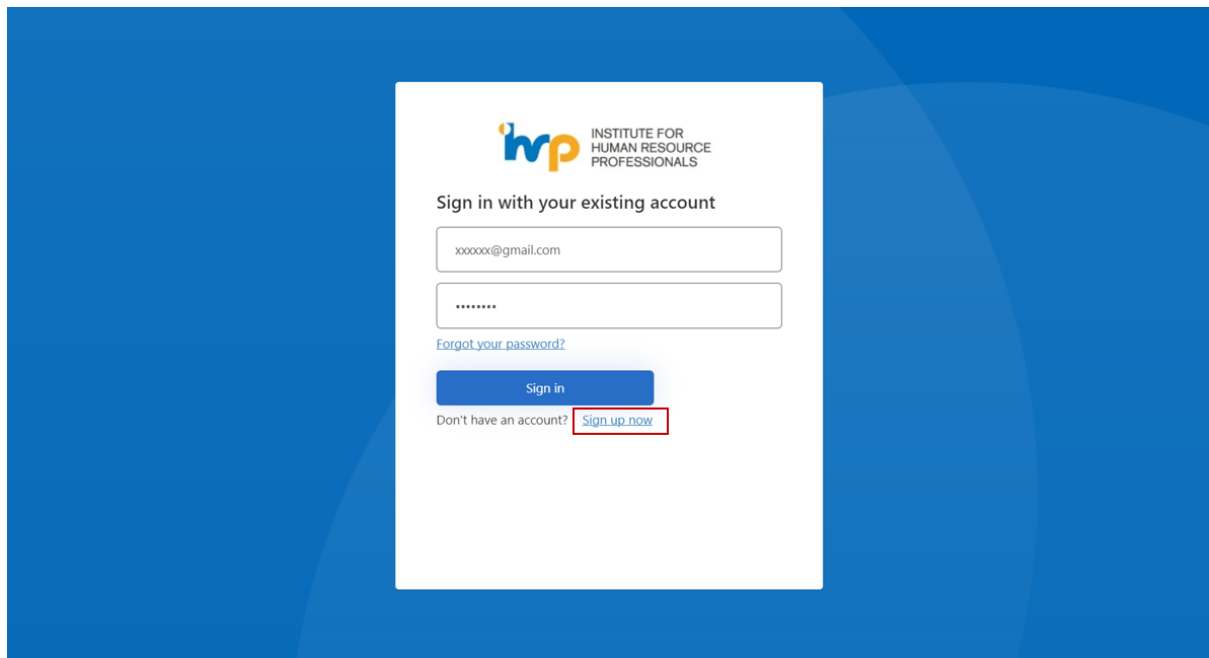
The User Guide delineates the login steps for users who were using LinkedIn previously. Please follow the steps for the respective systems.

Contents

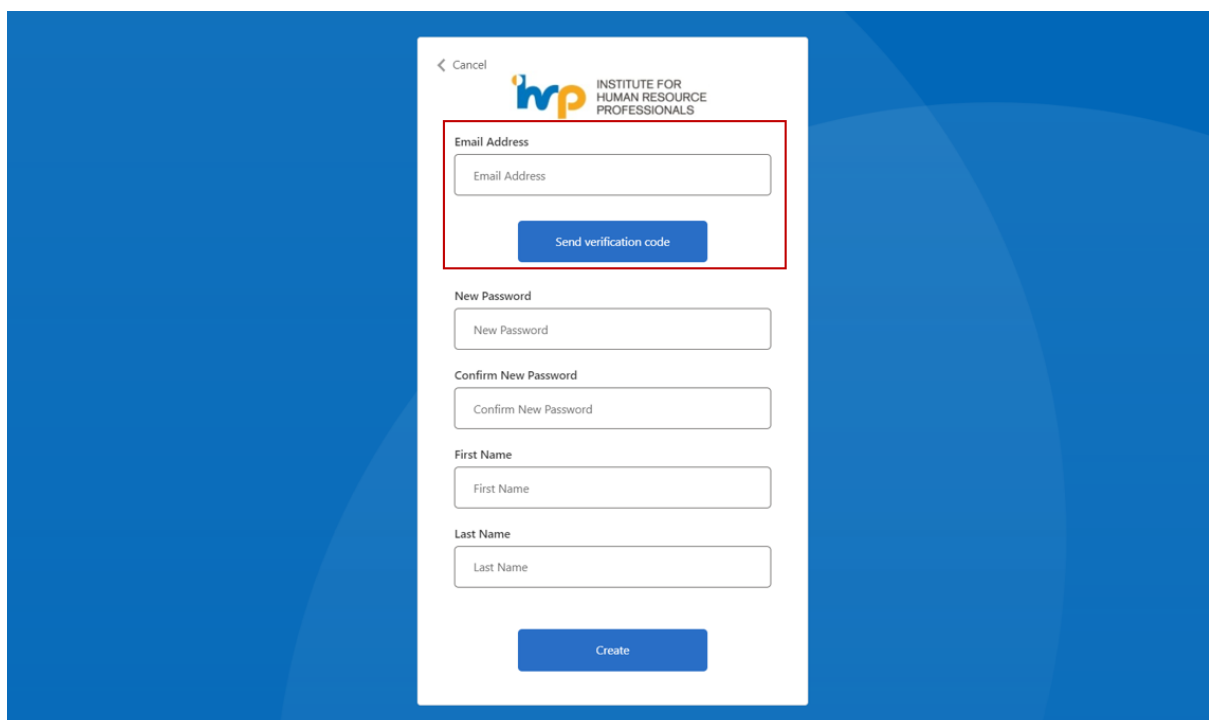
1. IHRP Portal	3
2. IHRP Connect	7
For Existing Certified Professionals.....	7
3. IHRP Playbook.....	11
For Registered Users	11
For Non-Registered Users	11
4. Frequently Asked Questions (FAQ).....	14
Q: Why can't I log in using my LinkedIn account anymore?	14
Q: I am seeing error messages that are not shown in the guide.	14

1. IHRP Portal

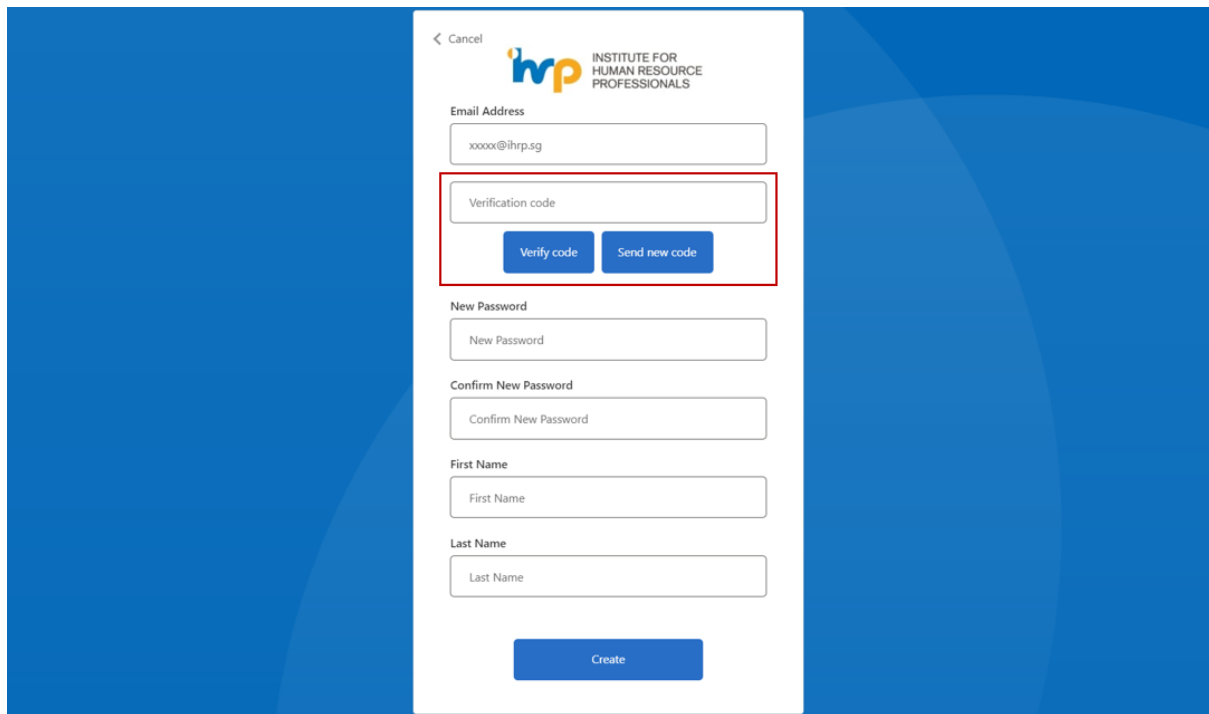
1. Click on Sign Up now.



2. Input the **same email address used for the LinkedIn account** and click on “Send verification code” to verify your email.

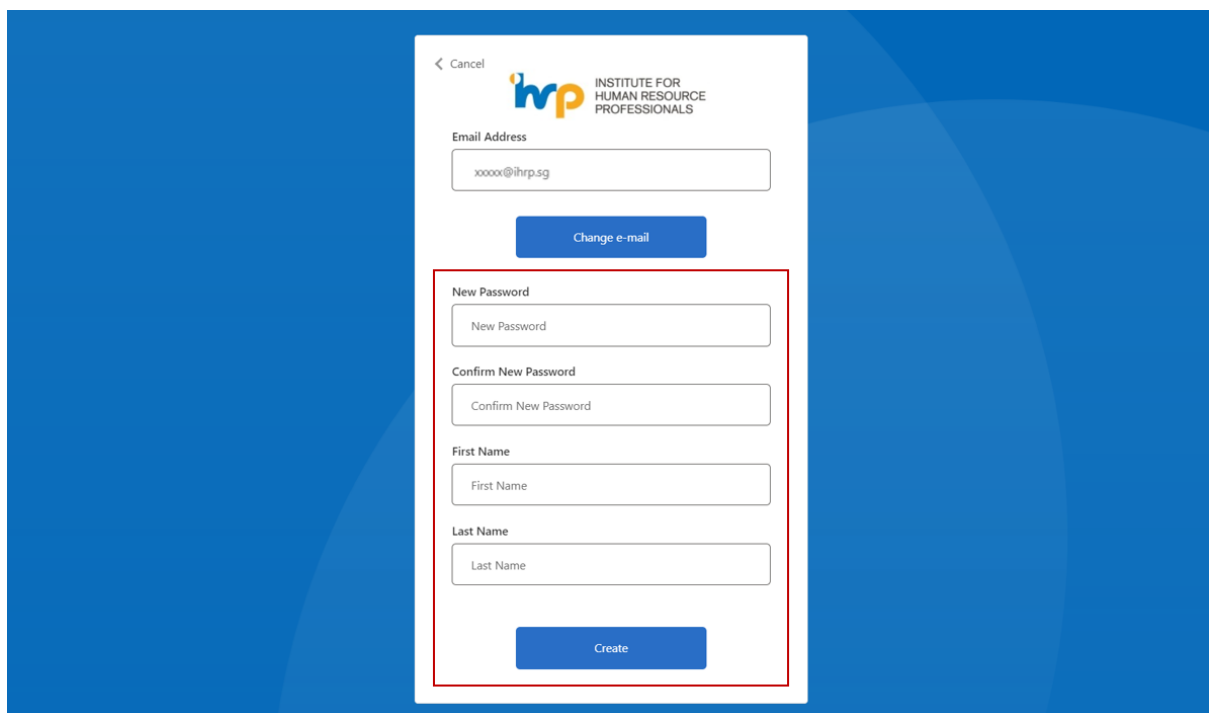


3. Enter the OTP sent to your email address and click “Verify code” or “Send new code” if you did not receive the OTP.



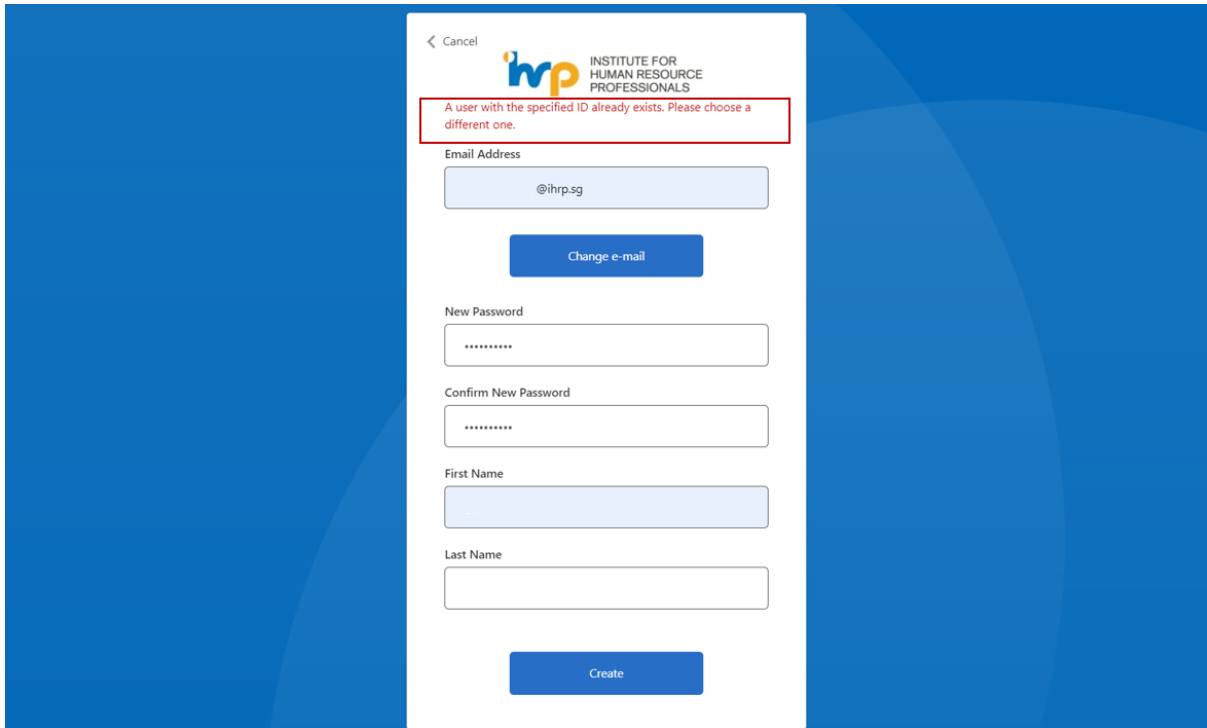
The screenshot shows a registration form for the Institute for Human Resource Professionals. The form includes fields for Email Address (filled with 'xxxxx@ihrp.sg'), Verification code, New Password, Confirm New Password, First Name, and Last Name. A red box highlights the Verification code field and the 'Verify code' and 'Send new code' buttons. A 'Create' button is located at the bottom of the form.

4. Fill in the rest of the information and click “Create”.



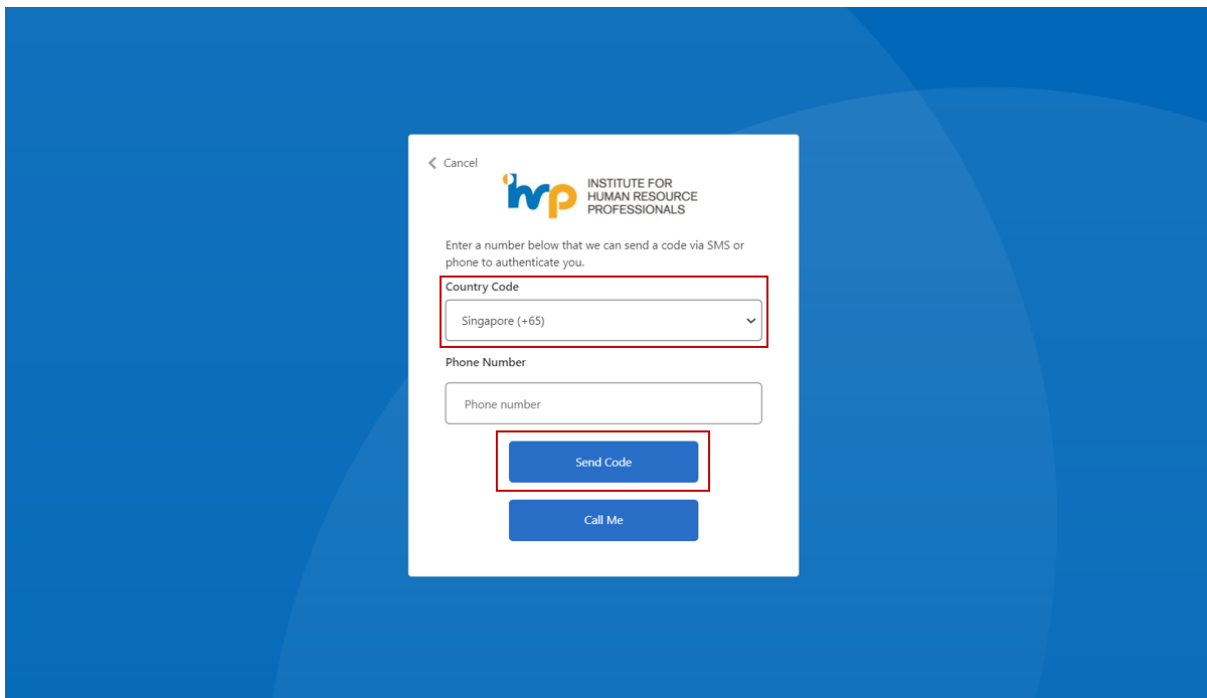
The screenshot shows the same registration form, but with a 'Change e-mail' button below the email field. A red box highlights the New Password, Confirm New Password, First Name, and Last Name fields, along with the 'Create' button at the bottom.

5. If are seeing an error “A user with the specified ID already exists. Please choose a different one”, **this means that you have logged into our system using the same email address. Please use the same email address to log in instead. You do not need to perform a one-time sign up.**



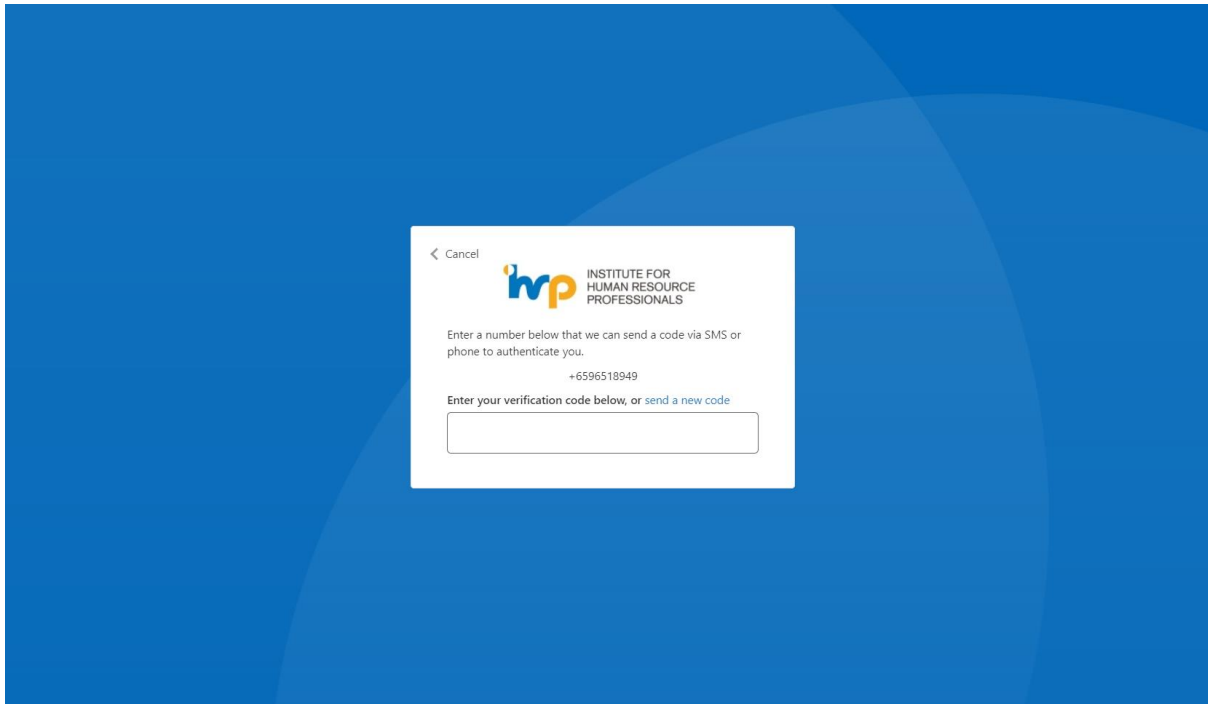
The screenshot shows a registration form for the Institute for Human Resource Professionals. At the top left is a 'Cancel' link. The logo and name 'ihrp INSTITUTE FOR HUMAN RESOURCE PROFESSIONALS' are at the top center. A red-bordered error message states: 'A user with the specified ID already exists. Please choose a different one.' Below this, the 'Email Address' field contains '@ihrp.sg' and a 'Change e-mail' button is positioned below it. The 'New Password' and 'Confirm New Password' fields both contain seven asterisks. The 'First Name' and 'Last Name' fields are empty. A 'Create' button is at the bottom.

6. Select your country code from the dropdown menu and input your mobile number. Next, click on "Send code".

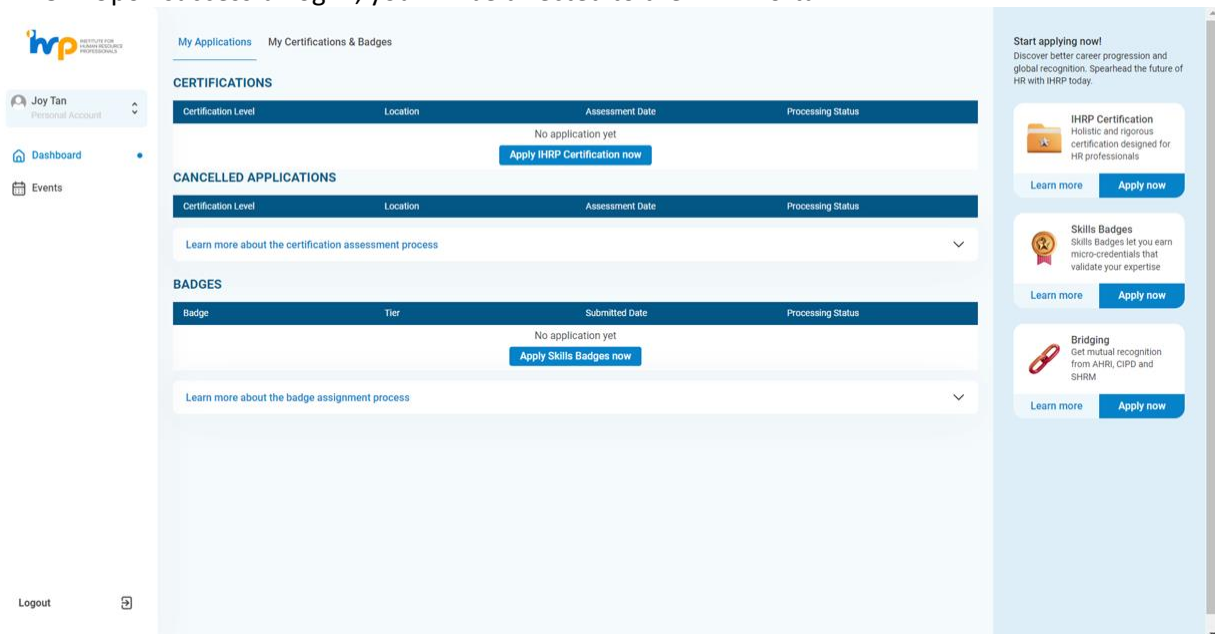


The screenshot shows the same registration form, but now the 'Country Code' dropdown menu is open, showing 'Singapore (+65)'. The 'Phone Number' field is empty. The 'Send Code' button is highlighted with a red border, and the 'Call Me' button is below it.

7. Enter the OTP that is sent to your mobile number.



8. Upon successful log in, you will be directed to the IHRP Portal.

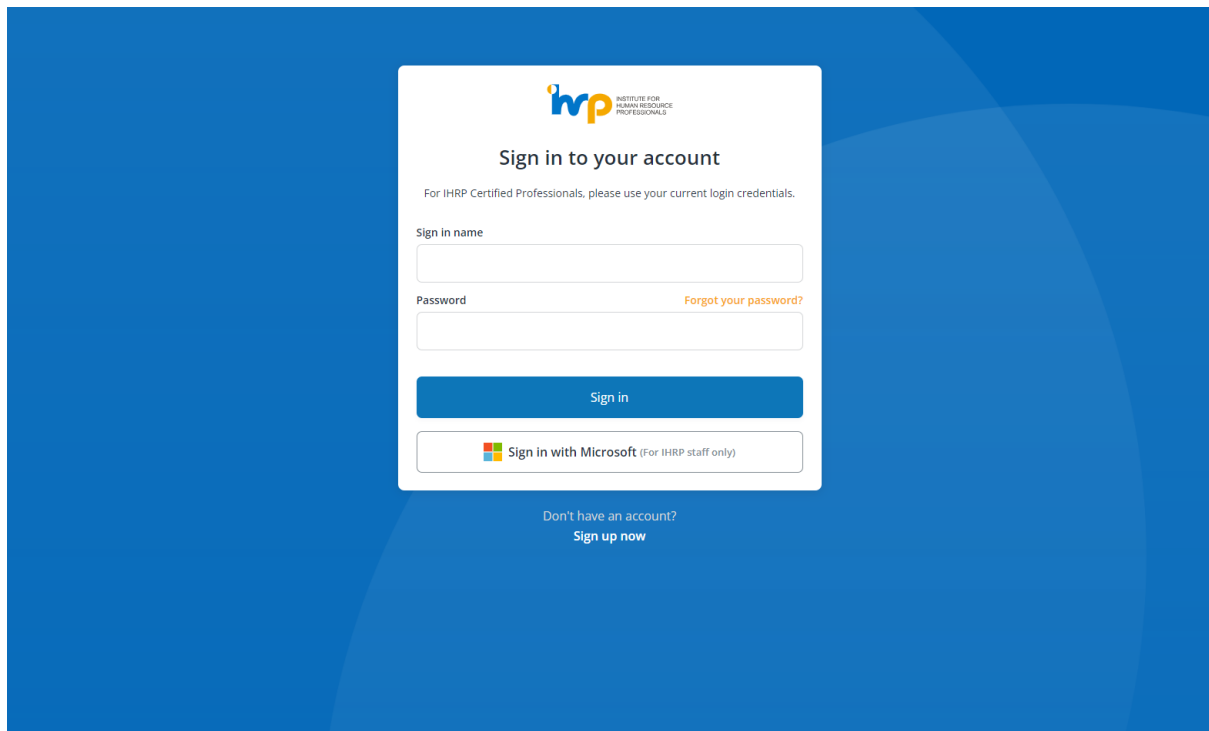


9. For further enquiries, please submit a ticket [here](#). Fill in your information and select “IHRP Portal” under “Nature Of Inquiry”. We will review your enquiry and get back to you.

2. IHRP Connect

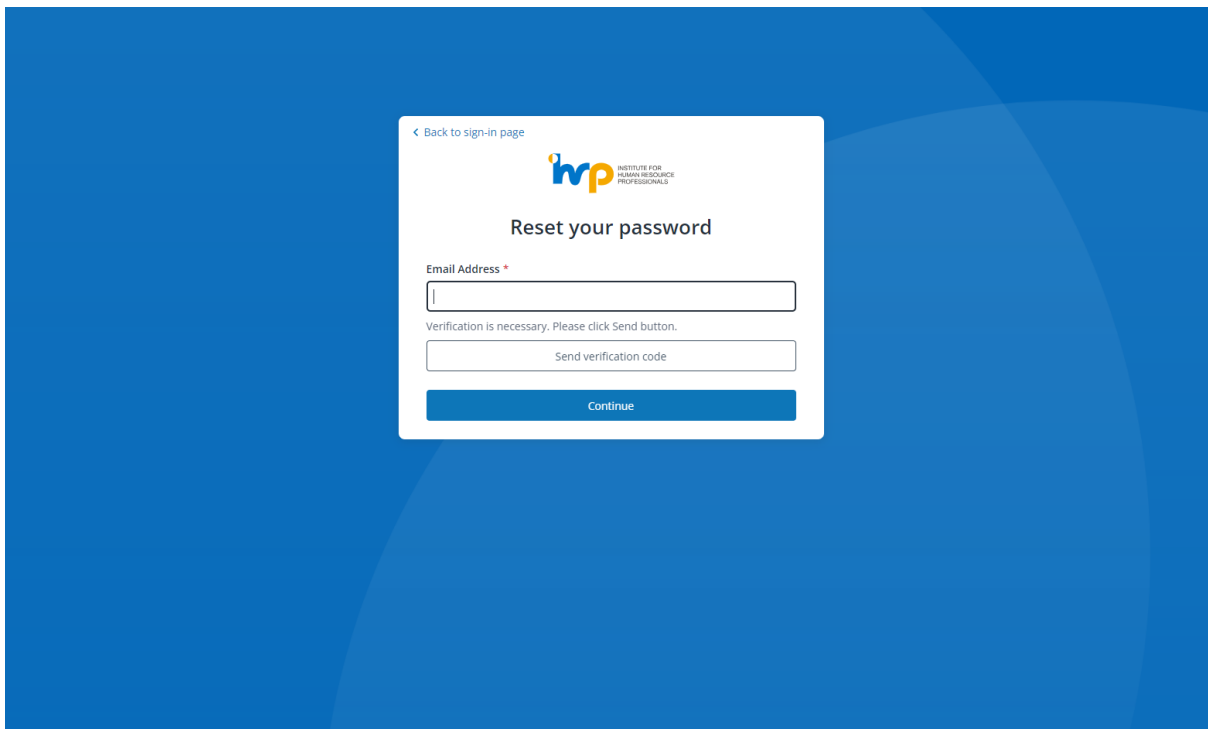
For Existing Certified Professionals

1. Refer to [1. IHRP Portal](#) steps to perform a one-time sign up using the **email address used for the LinkedIn account** and sign in to Connect using the same credentials.
2. Alternatively, click on “Forget your password?” to perform a password reset.

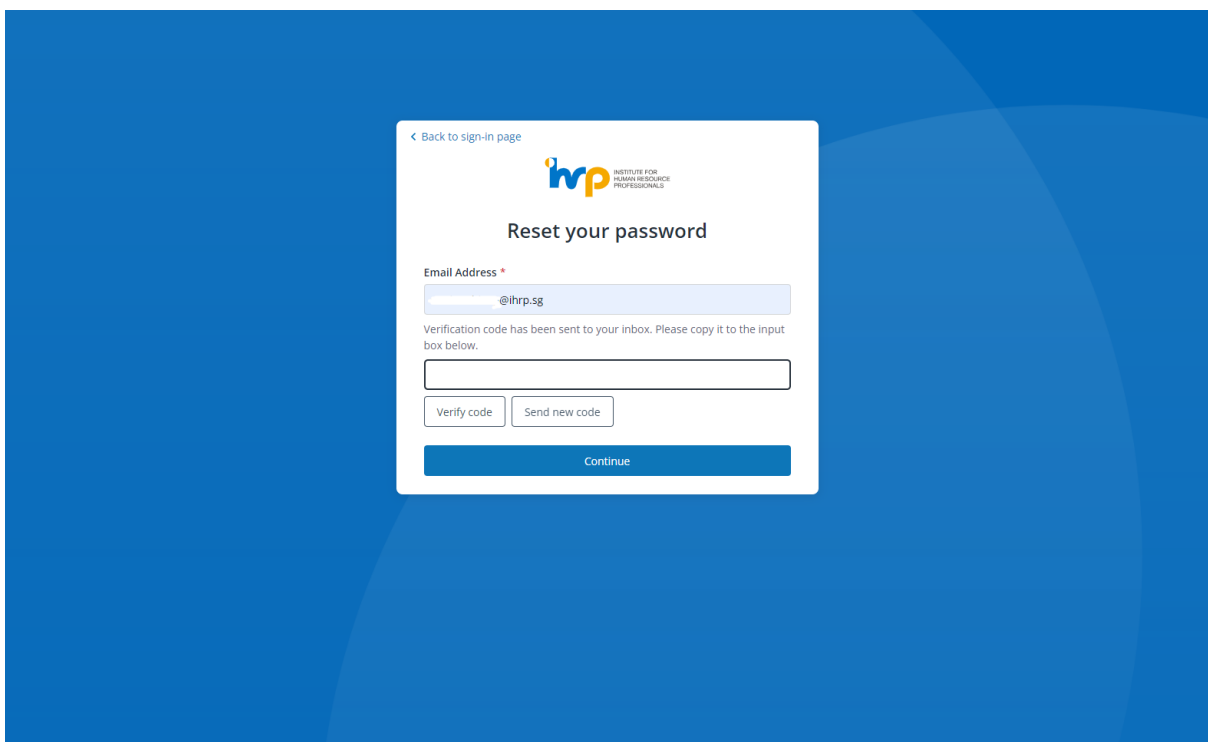


The screenshot shows the IHRP sign-in interface. At the top is the IHRP logo and the text 'INSTITUTE FOR HUMAN RESOURCE PROFESSIONALS'. Below this is the heading 'Sign in to your account' and a sub-heading 'For IHRP Certified Professionals, please use your current login credentials.' There are two input fields: 'Sign in name' and 'Password'. To the right of the password field is a link that says 'Forgot your password?'. Below the input fields is a blue 'Sign in' button. At the bottom of the form is a button with the Microsoft logo and the text 'Sign in with Microsoft (For IHRP staff only)'. Below the form, there is a link that says 'Don't have an account? Sign up now'.

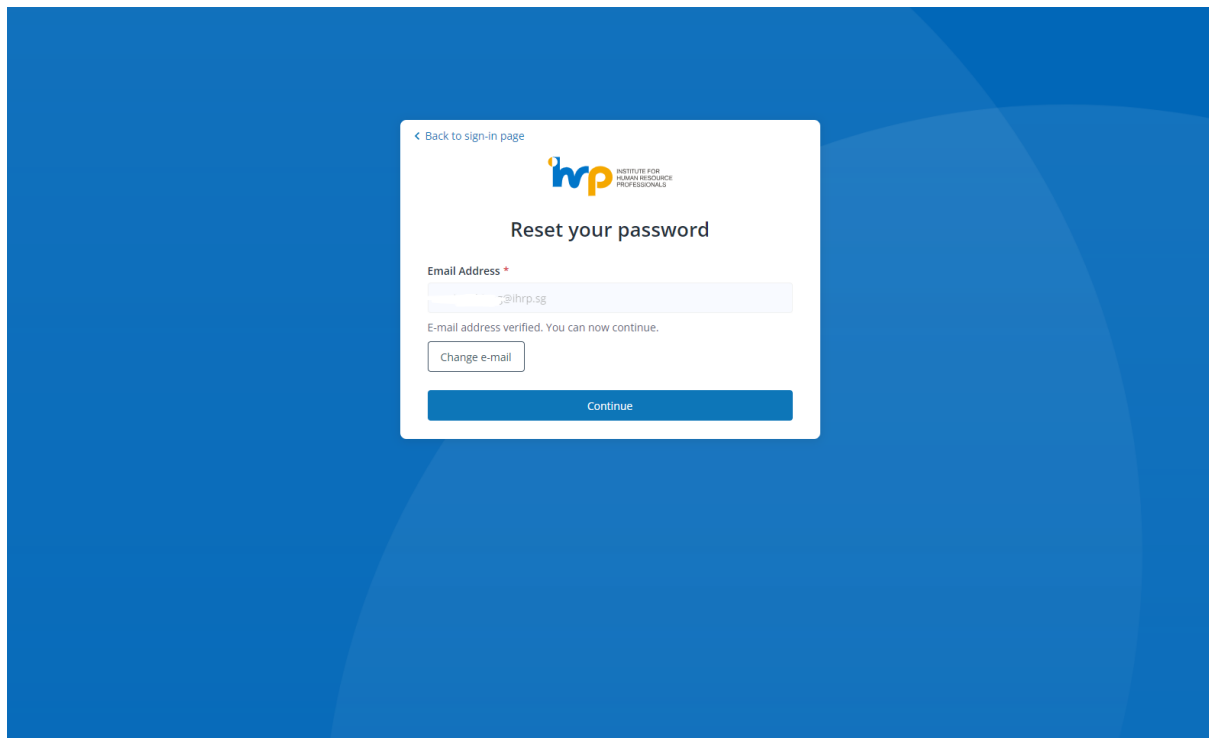
3. Input the **email address used for the LinkedIn account**.



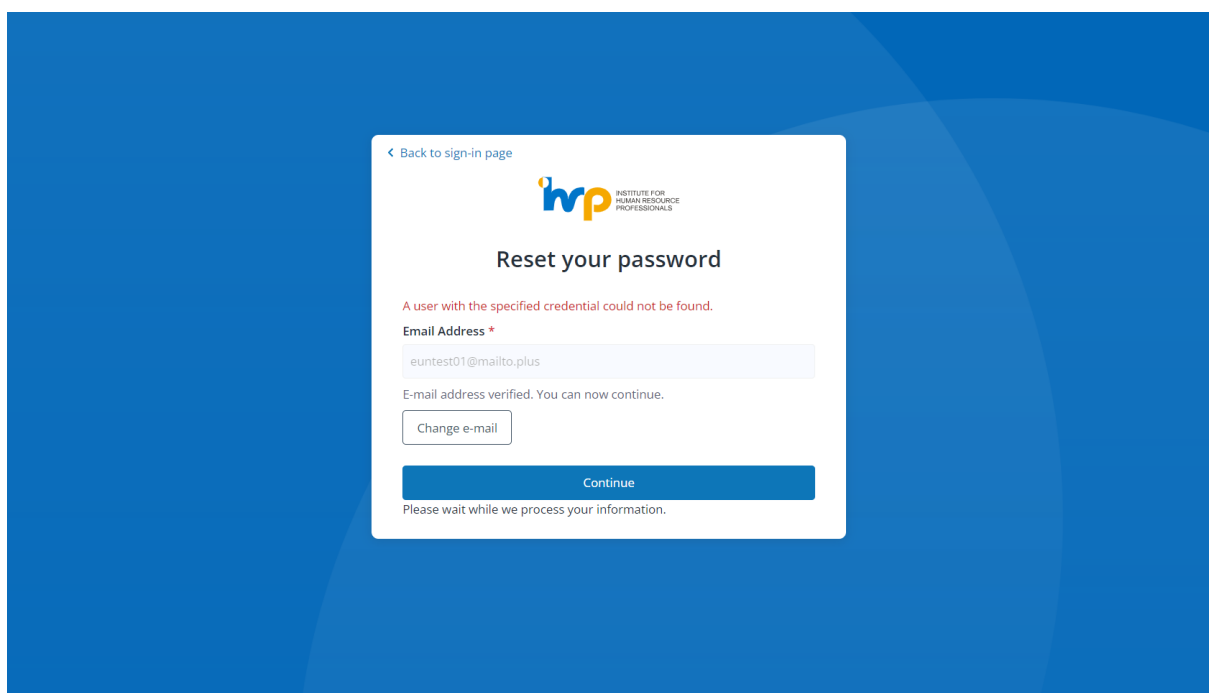
4. Input the code sent to the email address and click “Verify code”.



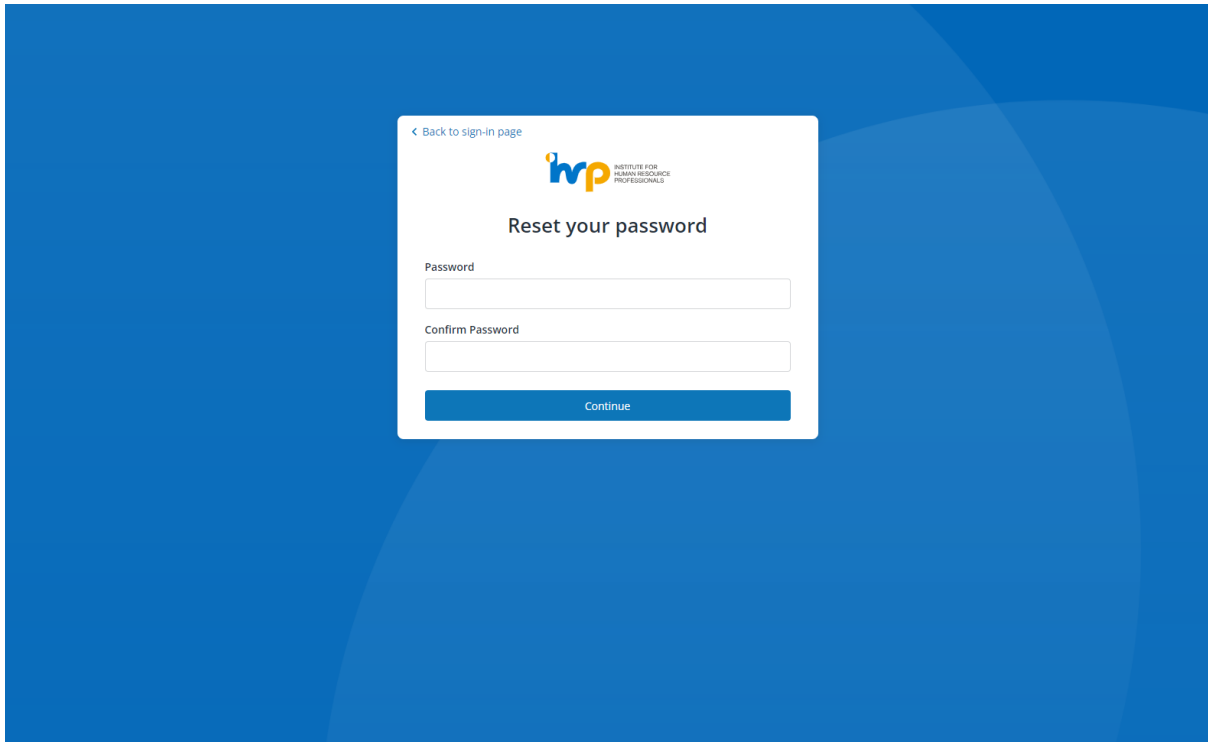
5. Once email address is verified, click “Continue”.



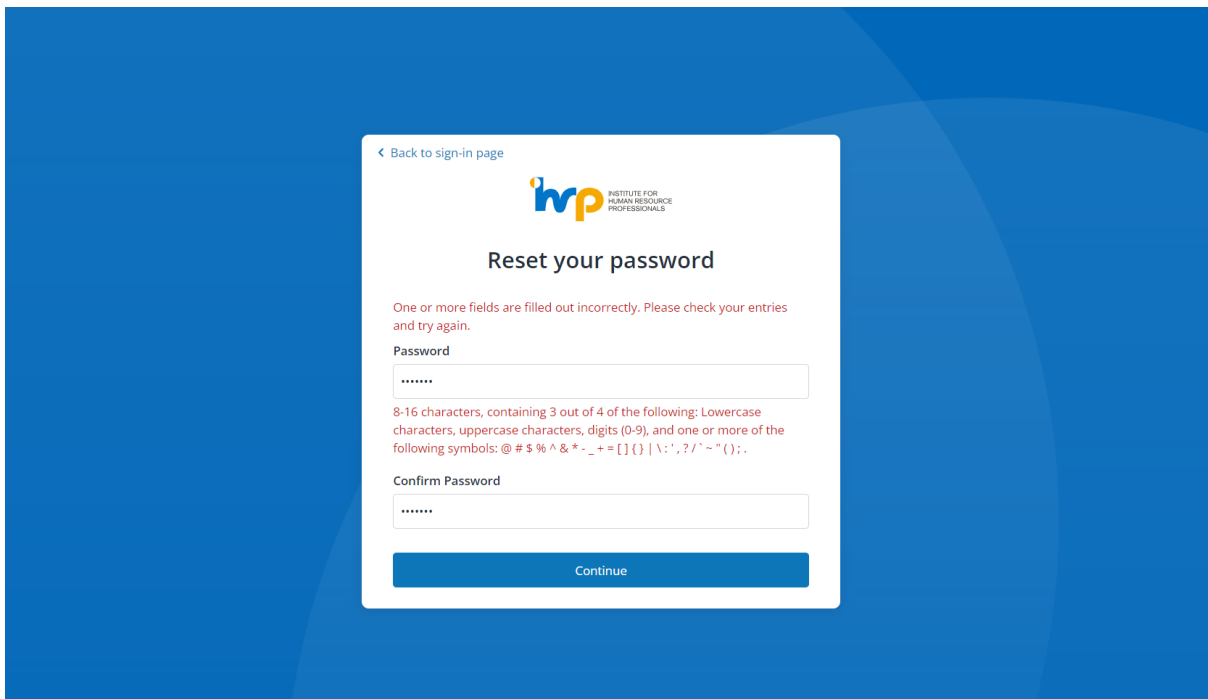
6. If are seeing an error “A user with the specified credential could not found.”, **this means that you do not have an account with this email address. Please click on “Back to sign-in page” and click “Sign up now” to create a new account.**



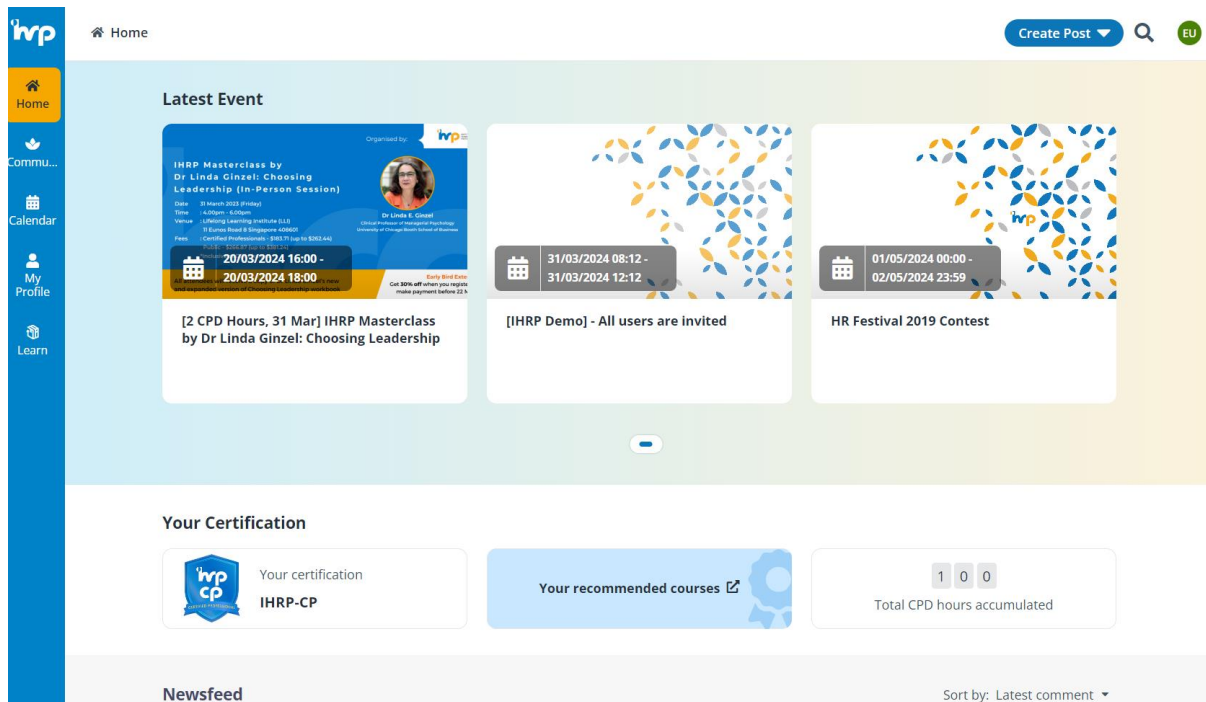
7. Input a new password and click “Continue”.



8. If are seeing an error below, **do note that your password does not need the requirements.** Kindly follow the requirements in red.



9. Upon successful log in, you will be directed to the IHRP Connect.



10. For further enquiries, please submit a ticket [here](#). Fill in your information and select “Connect” under “Nature Of Inquiry”. We will review your enquiry and get back to you.

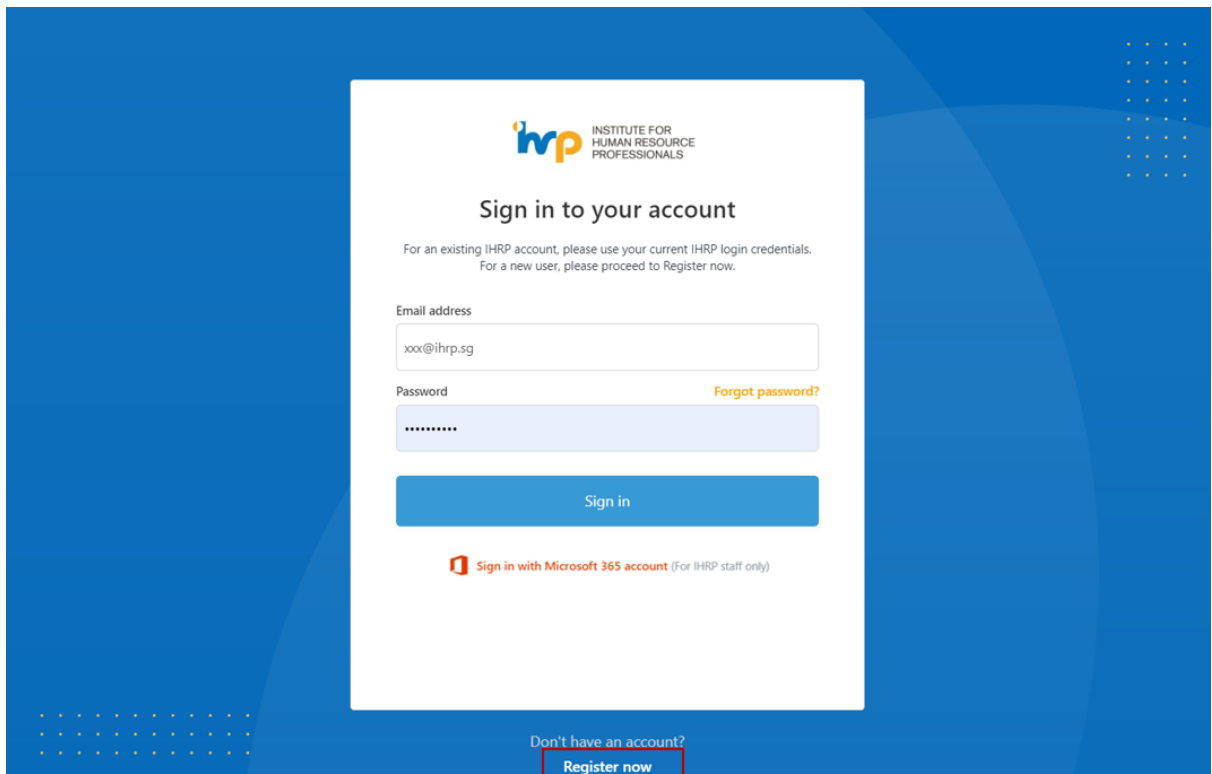
3. IHRP Playbook

For Registered Users

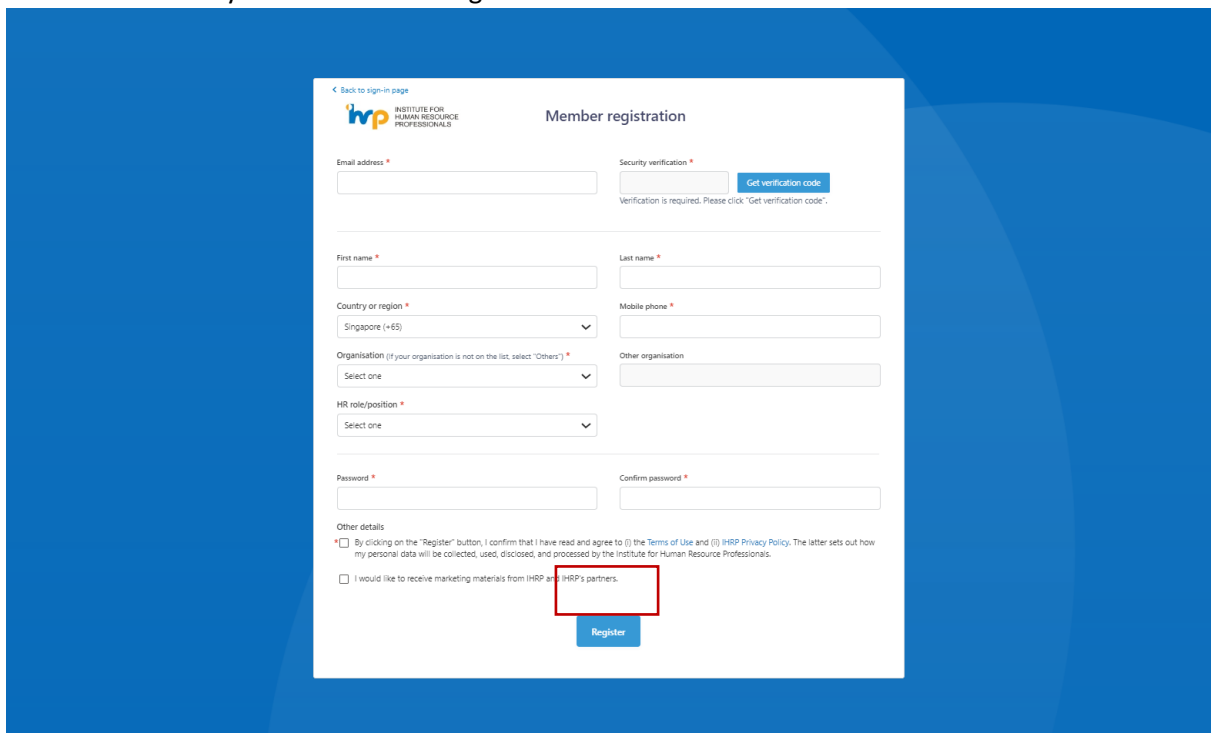
1. For IHRP users, refer to [1. IHRP Portal](#) steps to perform a one-time sign up using the **email address used for the LinkedIn account** and use the same credentials to sign in here.

For Non-Registered Users

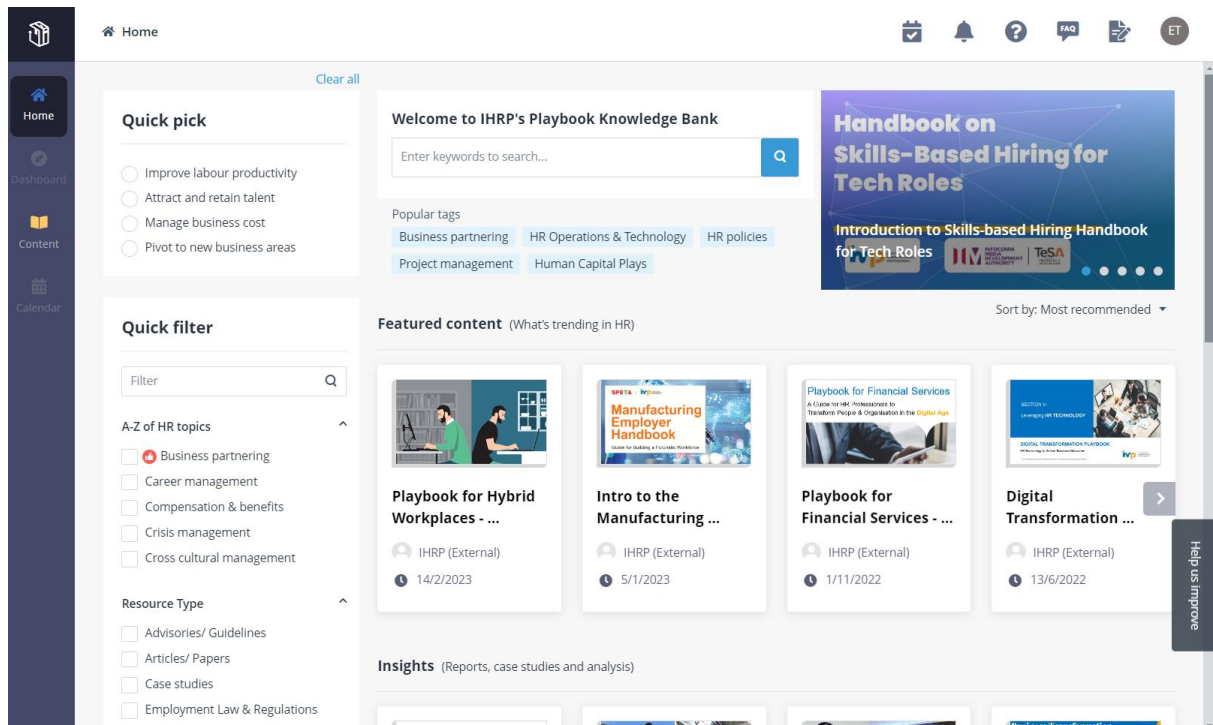
1. Click “Register now” and use the same **email address used for the LinkedIn account**.



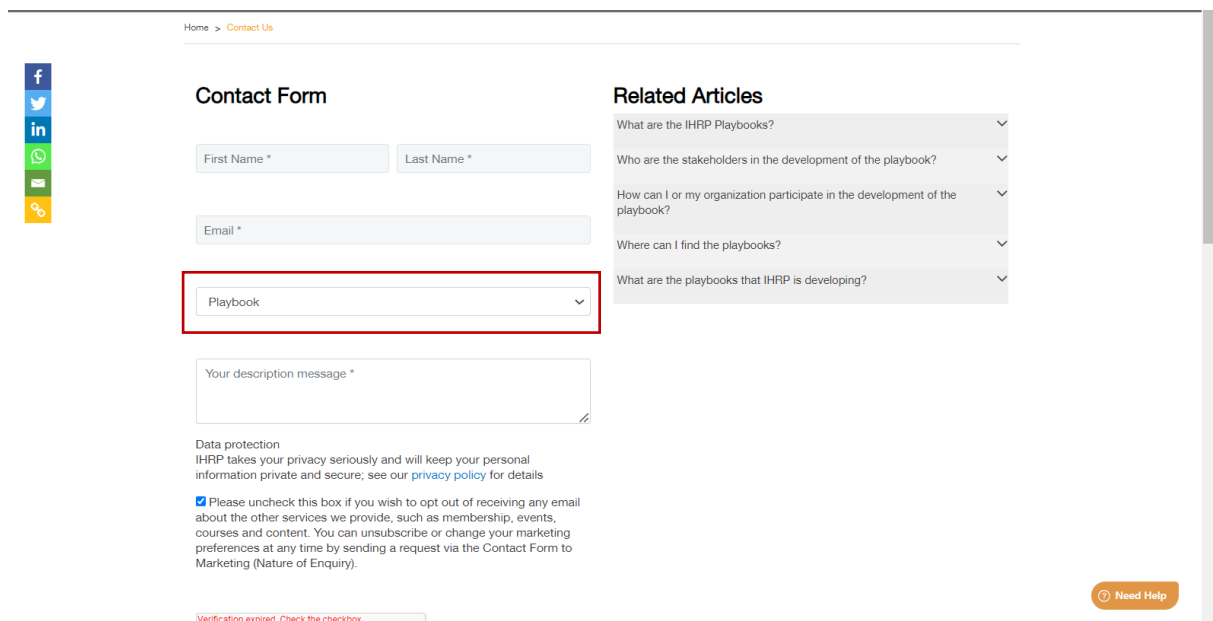
2. Fill in the necessary fields and click “Register”.



3. Upon successful log in, you will be directed to IHRP Playbook Knowledge Bank page.



4. For further enquiries, please submit a ticket [here](#). Fill in your information and select “Playbook” under “Nature Of Inquiry”. We will review your enquiry and get back to you.



4. Frequently Asked Questions (FAQ)

Q: Why can't I log in using my LinkedIn account anymore?

A: We have discontinued LinkedIn login to improve security and offer a more seamless experience for all users. You can still access your account by performing a one-time sign up or password reset with your existing email and password.

Q: How do I know if I need to do a one-time sign up or a password reset to access my account?

A: For **Connect**, follow the instructions [here](#) and perform a password reset using your existing email. For **Playbook**, follow the instructions [here](#) and perform a one-time sign up using your existing email. For **IHRP Portal**, follow the instructions [here](#) and perform a one-time sign up using your existing email.

Q: I have an existing account, but I forgot my password. How can I reset it?

A: If you forgot your password, click on the "Forgot Your Password" link on the respective login page. Follow the instructions to reset your password.

Q: Can I still access my account if I don't have a username and password?

A: Yes, you can create a new account using your email address and a password of your choice. This will allow you to access your account.

Q: Will I still have access to my previous account history and data?

A: Yes, you will still have access to your previous account history and data after performing a one-time sign up or password reset to access the respective systems.

Q: I am seeing error messages that are not shown in the guide.

A: Please submit a ticket [here](#). Fill in your information and select the respective system (Connect, Playbook, LinkedIn Login) under "Nature Of Inquiry". We will review your enquiry and get back to you.