

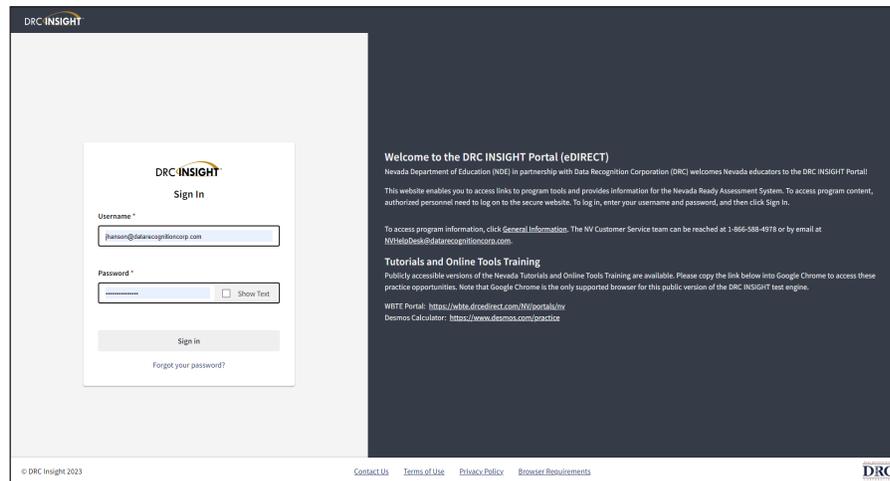
# Working with the Portal



## Accessing the Portal

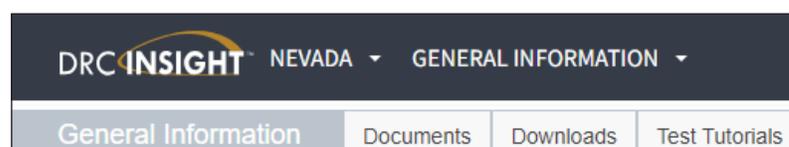
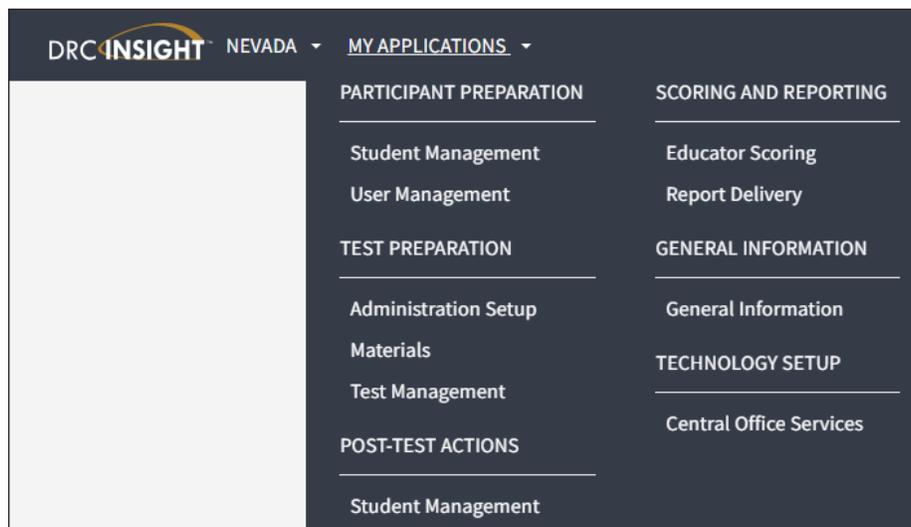
You access the Portal from the Welcome to the DRC INSIGHT Portal page.

1. Enter the <https://nv.drcdirect.com> in a supported browser. The Welcome to the DRC INSIGHT Portal page displays.
2. Enter your username and password then click **Sign In**. **Note:** Click **Forgot your password** to receive an email with instructions on how to reset your password.



After a successful log in, the Welcome to the DRC INSIGHT Portal page reappears with menu options for navigating the site. The Product menu displays the active DRC product.

3. The Application menu displays the Portal options you have permission to use. Initially, the menu displays **My Applications**. As shown at the bottom of the page, when you select a menu option, the Application menu displays the name of the selected option.



## Managing Your Account

This topic describes how to change your name or password for the Portal. In addition, you can display a list of DRC products to which you have access.

The screenshot shows the DRC INSIGHT Portal (eDIRECT) interface. At the top, there is a navigation bar with "DRC INSIGHT NEVADA" and "MY APPLICATIONS". The main content area displays a welcome message: "Welcome to the DRC INSIGHT Portal (eDIRECT)" and "Congratulations, you have successfully logged on." Below this, there are several paragraphs of text providing helpful links and instructions. A user profile menu is visible in the top right corner, containing options like "MY PROFILE", "Edit Profile", "Change Password", "PRODUCT", "View My Agreements", and "Sign Out". The DRC CORPORATION logo is at the bottom left.

To manage your account, sign in to the Portal and click your initials (based on your first and last name in the Portal) in the right-hand corner of any page to display a menu of options.

A close-up of the user profile menu, showing a circular icon with the initials "JH" at the top. Below the icon, the menu items are listed: "MY PROFILE", "Edit Profile", "Change Password", "PRODUCT", "View My Agreements", and "Sign Out".

## Managing Your Account—Changing Your Name

You can change your name in the Portal if necessary. The Manage My Profile screen displays your name and the email address for your Portal profile. **Note:** You cannot change your email address on this screen. Contact a Portal user with User Management permissions to change your email address.

1. Select **Edit Profile** to change your name within the Portal.



2. On the *Manage my profile* page, you can enter a new first, middle, or last name.

### Manage my profile

First Name \*

Middle Name

Last Name \*

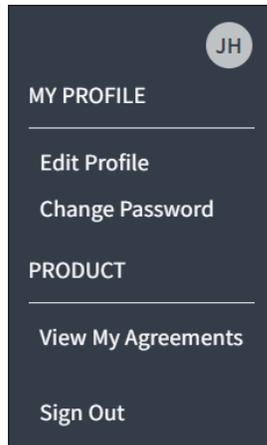
Email

3. Click **Save**.

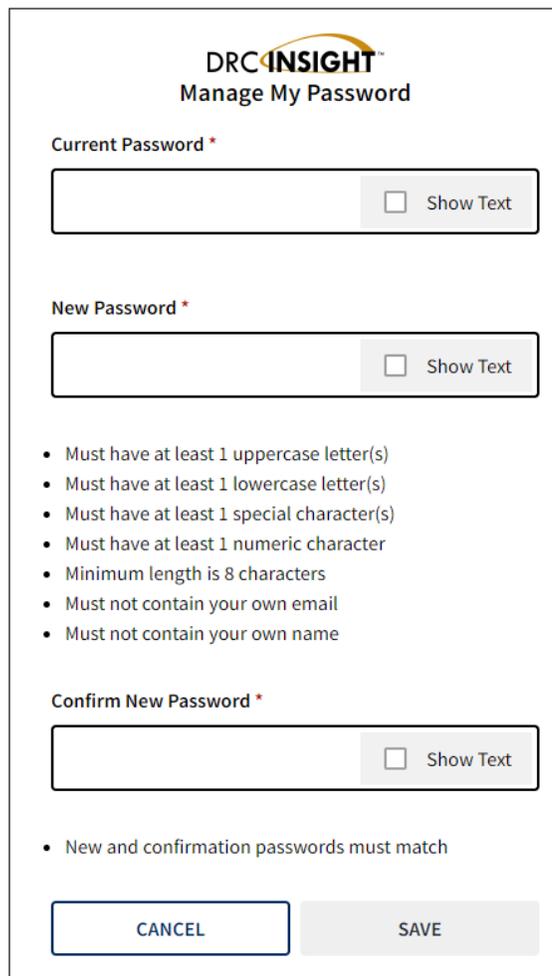
## Managing Your Account—Changing Your Password

This topic describes how to change your password within the Portal (for existing Portal users only).

1. Select **Change Password** to change your Portal password. The password must meet the conditions listed on the *Manage My Password* page.



2. Enter your current password in the **Current Password** field, your new password in the **New Password** and **Confirm New Password** fields, then click **Save**.

The 'Manage My Password' form from DRC INSIGHT. It features three password input fields, each with a 'Show Text' checkbox. Below the 'New Password' field is a list of requirements: at least 1 uppercase letter, 1 lowercase letter, 1 special character, 1 numeric character, a minimum length of 8 characters, and no email or name characters. A 'Confirm New Password' field is also present with a 'Show Text' checkbox. At the bottom are 'CANCEL' and 'SAVE' buttons.

**DRC INSIGHT™**  
Manage My Password

Current Password \*

Show Text

New Password \*

Show Text

- Must have at least 1 uppercase letter(s)
- Must have at least 1 lowercase letter(s)
- Must have at least 1 special character(s)
- Must have at least 1 numeric character
- Minimum length is 8 characters
- Must not contain your own email
- Must not contain your own name

Confirm New Password \*

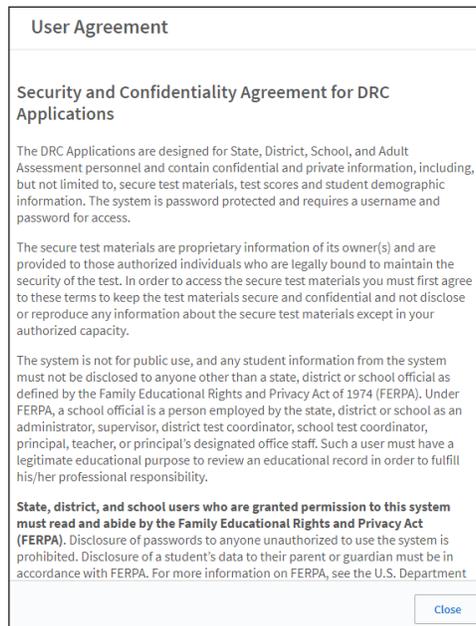
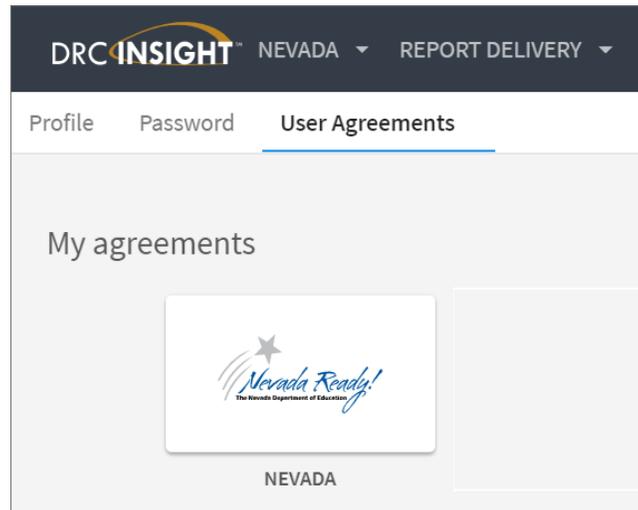
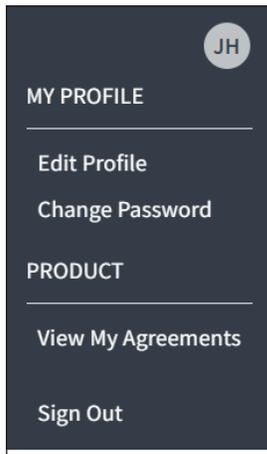
Show Text

- New and confirmation passwords must match

## Managing Your Account—Display Your Agreements (the DRC Security Agreement)

This topic describes how to display the security agreement for your DRC products.

1. Select **View My Agreements** to display the DRC Security Agreement.
2. Click your product to display the security agreement.

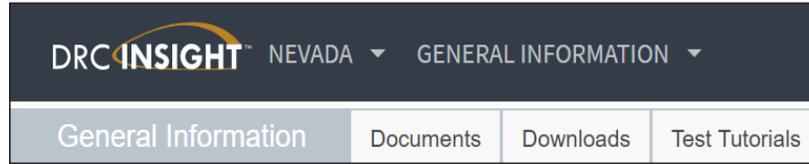


# General Information Menu

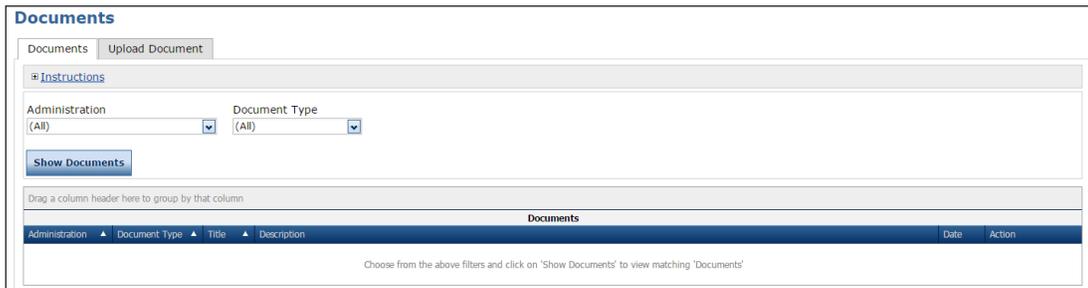


## Introduction

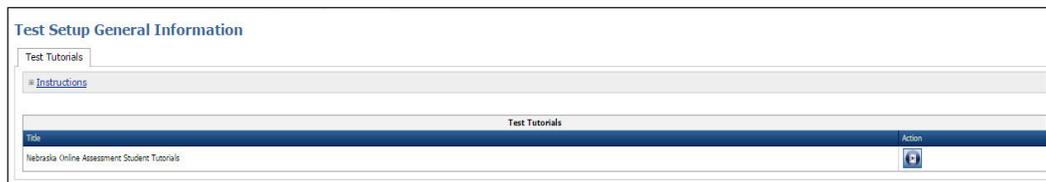
When you open the Portal and click **General Information**, three options are available: Documents, Downloads, and Test Tutorials. **Note:** The Documents and Test Tutorials tabs are always enabled in the Portal. The Downloads tab is enabled only after you log in to the Portal.



Click **Documents** to select, open, and download various training items from the Documents page.



Click **Test Tutorials** to watch a test demo and become familiar with the online testing environment.



Click **Downloads** to download Central Office Services (COS), DRC INSIGHT, and the Capacity Estimator. From the Test Setup General Information page you can download versions of DRC INSIGHT and COS for various operating systems and configurations. **Note:** Click **View System Requirements** to display the latest requirements for using DRC INSIGHT.

