

INSTRUCTIONS FOR REVIEWERS

How to log into the PJVS system and/or reset the password

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PASSWORD RESET

1. To reset the password, click the blue link (in the invitation email – in blue in the screenshot above) or directly at the LOGIN PAGE (<http://spjvs.uwm.edu.pl/index/login>) – as shown in the last page screenshot.
2. Enter your email address [1] in the form (as shown on the sample screenshot below).
3. Click [SEND] [2]
4. You will receive the following message: “An email with the new password has been sent” [3]

RECEIVE A MESSAGE SENT TO THE GIVEN ADDRESS.

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3 System has sent you the email with the new password

REMIND PASSWORD

All fields are required. Password will be changed also in related user.

1 E-MAIL*: Enter your email (that is registered in the PJVS system)

SEND

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“PASSWORD REMINDER EMAIL” RECEIVED FROM THE SYSTEM

After password reset, the user will receive the “Password reminder email” (email example screenshot below) from the online submission system.

The email contains:

1. Newly generated **PASSWORD**
2. New password activation **LINK** – click to finally reset the password to the newly generated **one**
3. **USERNAME** - to LOG IN.

Note - to reset the password the activation **LINK must be clicked!**

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NEW PASSWORD

If you want to reset password to **c4736f** click on the link below:
<http://spjvs.uwm.edu.pl/link/remindpassword/b952c17-eb6b52e1498/>

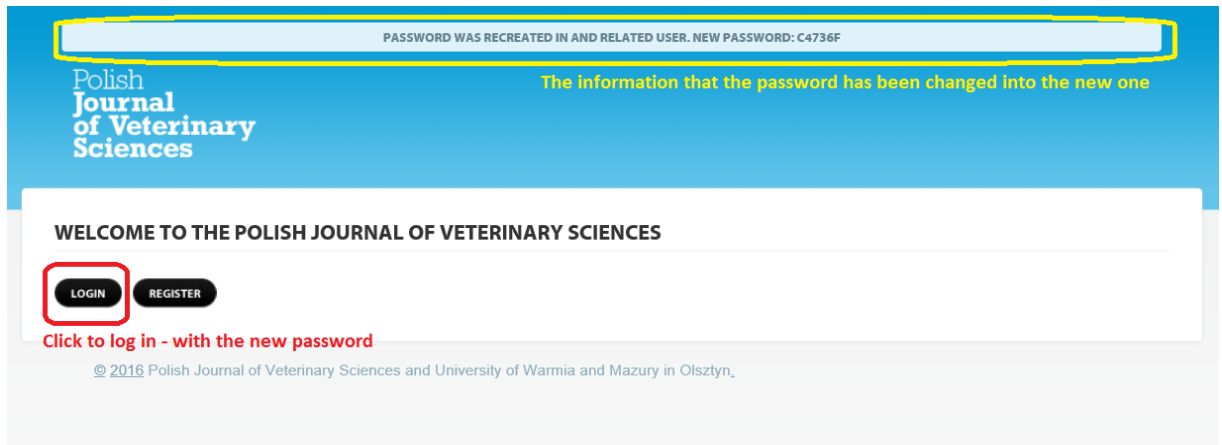
Remember:
If You want to log in always use the **username: "M.Reczenz"**.
Link: <http://spjvs.uwm.edu.pl/index/login>
If You don't remeber password you can change it here: <http://spjvs.uwm.edu.pl/index/remindpassword>

Click this link to RESET password to NEW !!!

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PASSWORD RECREATED (changed) - INFORMATION PAGE

After “Password reset link” activation the user will be re-directed to the page with the information that the password has been successfully changed (in **yellow** below) and the option to log in (in **red** below).



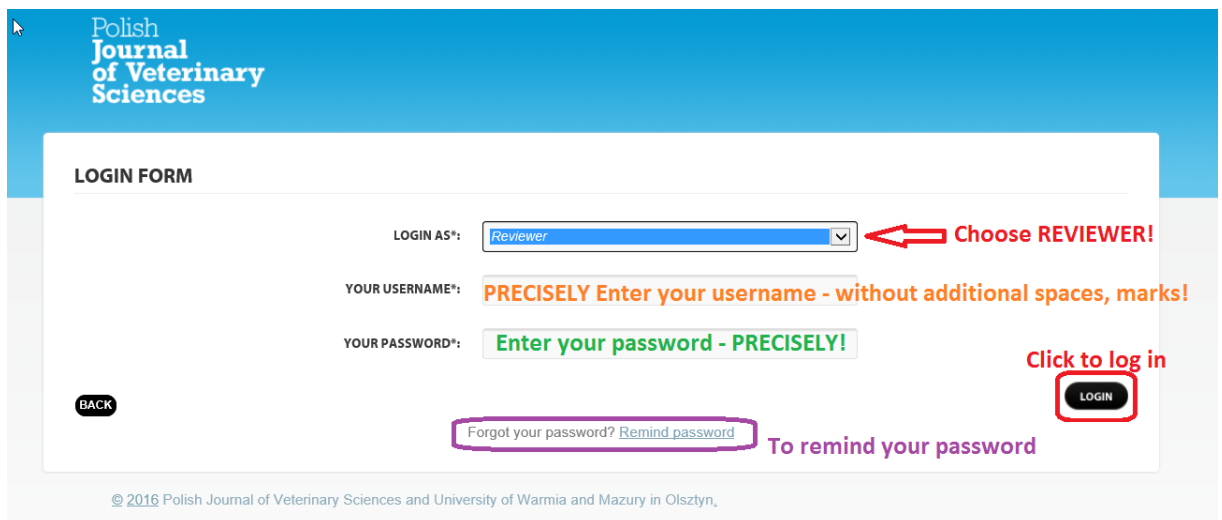
LOGIN FORM PAGE

Finally, the user will be re-directed to the page with the [LOGIN] form (<http://spjvs.uwm.edu.pl/index/login>).

To log into the PJVS online submission system:

1. Select REVIEWER in the “LOGIN AS” form (in **red** below)
2. Enter your username – you can copy and paste it from the emails (earlier screen shots). This requires great care in order to copy the username *without any additional spaces*. [in the example it should be: **M.Recenzent** (NOT **M.Recenzent_** or **_M.Recenzent**)]
3. Enter your newly generated password (from the PASSWORD REMINDER email) – [you can also use the copy/paste option from the email – with care, as described above].

Note: There is also the option to obtain a password reminder at the LOGIN PAGE (in **violet** below). It works in the same way as described above.



In case of additional problems, please contact: michal.zalecki@uwm.edu.pl