



# Passport Site - User Guide

Edition 2.0

## About This Guide

The Delta Controls Passport Site provides access to various Services available to our Partners such as George Support, George University, the Helpdesk and various others. Based on the Services a user has access to, they may be provided resources such as Marketing Materials, Product Information, Software Downloads and others.

This Guide provides the information you require to access Delta Controls Passport and manage features such as Your Profile.

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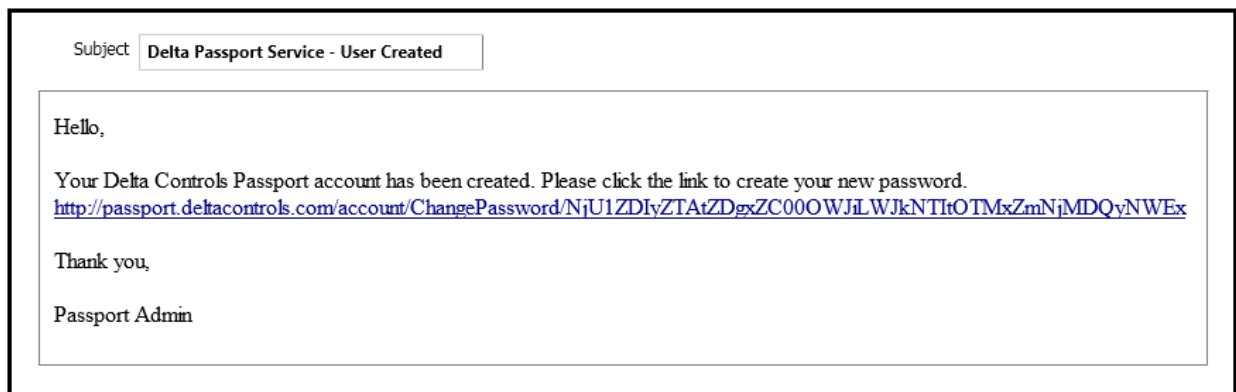
## Accessing Delta Controls Passport

### Browser

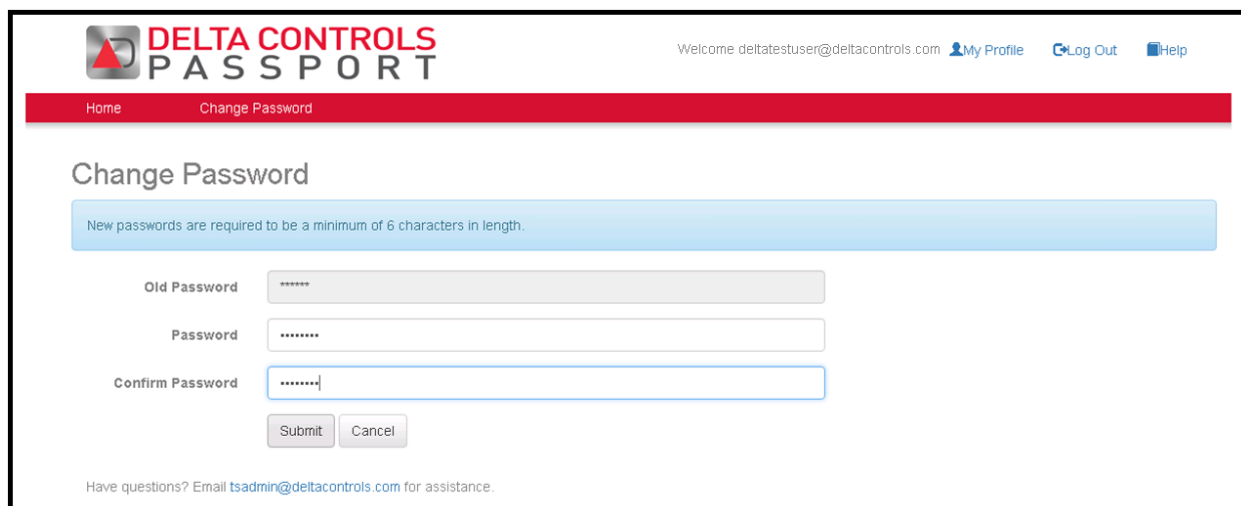
The recommended browser for using the **Passport Site** is **Chrome**.

### Initial Logon to Passport

When a Passport User profile is created by an administrator, an email will be sent advising this user that a Passport account has been created along with a link to create a new password.

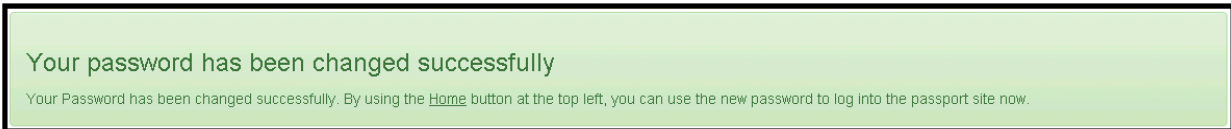


1. Click on the link within the email body. The **Delta Controls Passport Change Password** page will display.

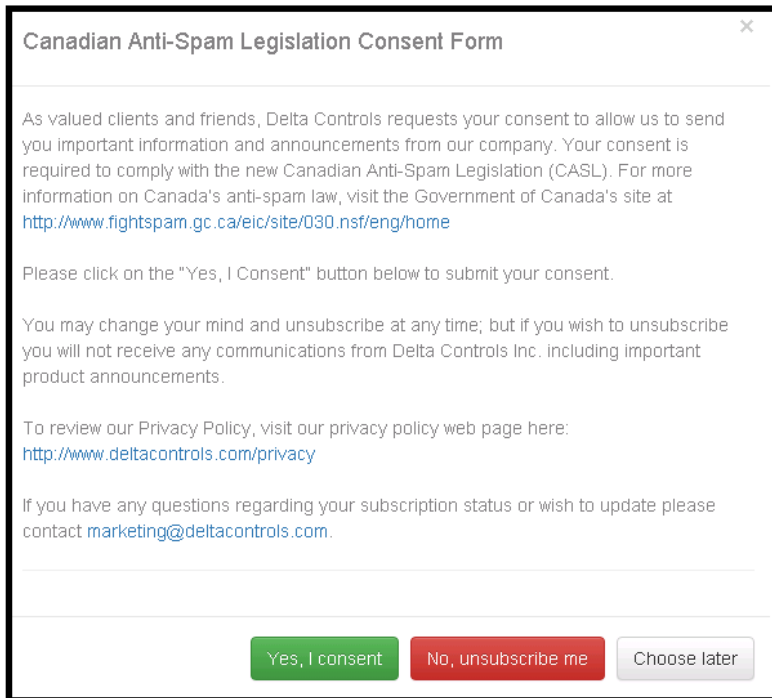


2. Complete the new password details and click **Submit**.

3. A **password change confirmation** will be displayed. When the password has successfully been changed, a **Canadian Anti-Span Legislation Consent (CASL)** will be displayed.



4. The CASL Consent Form will be displayed. The options are:
  - a. Yes, I consent
  - b. No, unsubscribe me
  - c. Choose later



5. After a selection is made, the **My Profile Page** is displayed.

## CASL Consent

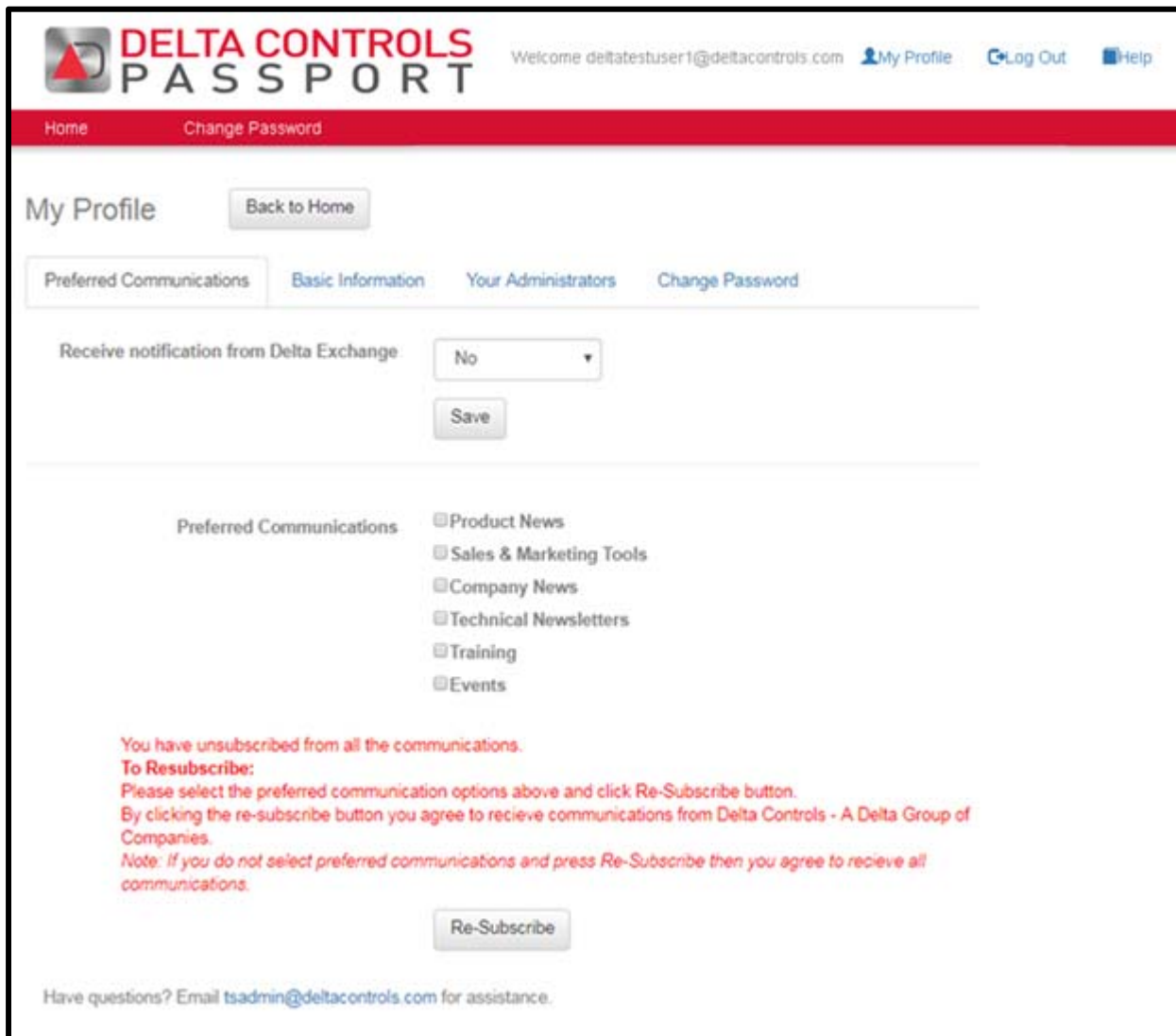
When you consent to CASL, the Passport **My Profile Page** is displayed with the Preferred **Communications** tab displayed. The **My Profile** page provides you with the ability to update your **Preferred Communications** options, **Basic Information** and to **Manage Your Password**. In addition, you can view **Your Administrators** details. The following sections describe the information you will see and the details that may be updated

## My Profile

### Preferred Communications

In this tab you can define the following;

- Opt For Delta Exchange Email Notification where you will set one of following values:
  - Yes
  - No
  - Not Set
- Opt for Email Notification, there are six Preferred Communications choices (can choose more than one) specific to your needs.



The screenshot shows the 'My Profile' page in the Delta Controls Passport system. The page header includes the Delta Controls Passport logo, a welcome message for 'deltatestuser1@deltacontrols.com', and navigation links for 'My Profile', 'Log Out', and 'Help'. Below the header, there are tabs for 'Home' and 'Change Password'. The main content area is titled 'My Profile' and includes a 'Back to Home' button. Underneath, there are four tabs: 'Preferred Communications' (which is active), 'Basic Information', 'Your Administrators', and 'Change Password'. The 'Preferred Communications' section features a dropdown menu for 'Receive notification from Delta Exchange' set to 'No', with a 'Save' button below it. Below this, there is a list of communication preferences with checkboxes: Product News, Sales & Marketing Tools, Company News, Technical Newsletters, Training, and Events. A red message states: 'You have unsubscribed from all the communications. To Resubscribe: Please select the preferred communication options above and click Re-Subscribe button. By clicking the re-subscribe button you agree to receive communications from Delta Controls - A Delta Group of Companies. Note: If you do not select preferred communications and press Re-Subscribe then you agree to receive all communications.' A 'Re-Subscribe' button is located at the bottom of this section. At the very bottom of the page, there is a footer that reads: 'Have questions? Email [tsadmin@deltacontrols.com](mailto:tsadmin@deltacontrols.com) for assistance.'

### Basic Information

In this tab you can update the following fields:

- First Name
- Last Name
- Job Title

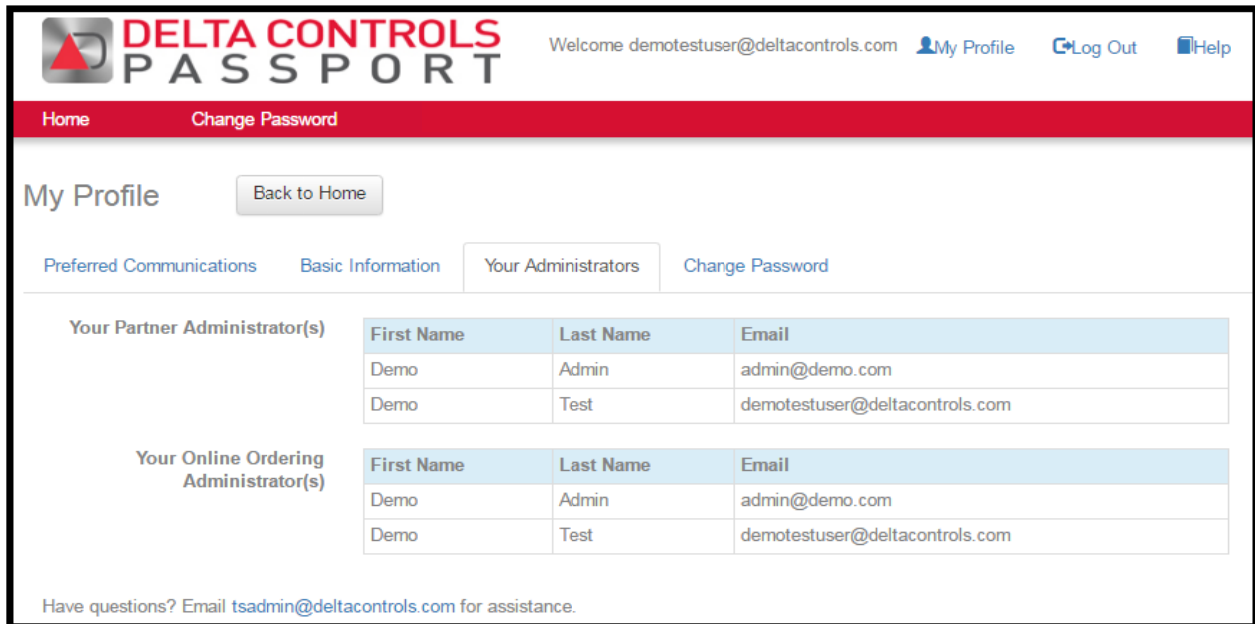
The screenshot shows the 'My Profile' page in the Delta Controls Passport system. The page has a red header with the logo and navigation links. The main content area is titled 'My Profile' and includes a 'Back to Home' button. Below this, there are four tabs: 'Preferred Communications', 'Basic Information', 'Your Administrators', and 'Change Password'. The 'Basic Information' tab is active, displaying a form with the following fields:

Email	demotestuser@deltacontrols.com	Location	
User Level	Partner	Country	
First Name	<input type="text" value="Demo"/>	Create Date	30/10/2015 10:03:06 AM
Last Name	<input type="text" value="Test"/>	Created By	
Job Title	<input type="text" value="Fill Me"/>	Last Change Date	30/10/2015 10:36:07 AM
Company	DEMO PARTNER US	Last Updated By	
Partner	DEMO PARTNER US	Expiry Date	

At the bottom of the form is a 'Save' button. Below the form, there is a footer that reads: 'Have questions? Email [tsadmin@deltacontrols.com](mailto:tsadmin@deltacontrols.com) for assistance.'

### Your Administrators

In this tab you will find the names of your **Partner Administrator(s)** and **Online Ordering Administrator(s)**; two different Roles in Passport that can be designated to different employees.



**DELTA CONTROLS PASSPORT** Welcome demotestuser@deltacontrols.com [My Profile](#) [Log Out](#) [Help](#)

Home Change Password

My Profile [Back to Home](#)

[Preferred Communications](#) [Basic Information](#) [Your Administrators](#) **Change Password**

Your Partner Administrator(s)

First Name	Last Name	Email
Demo	Admin	admin@demo.com
Demo	Test	demotestuser@deltacontrols.com

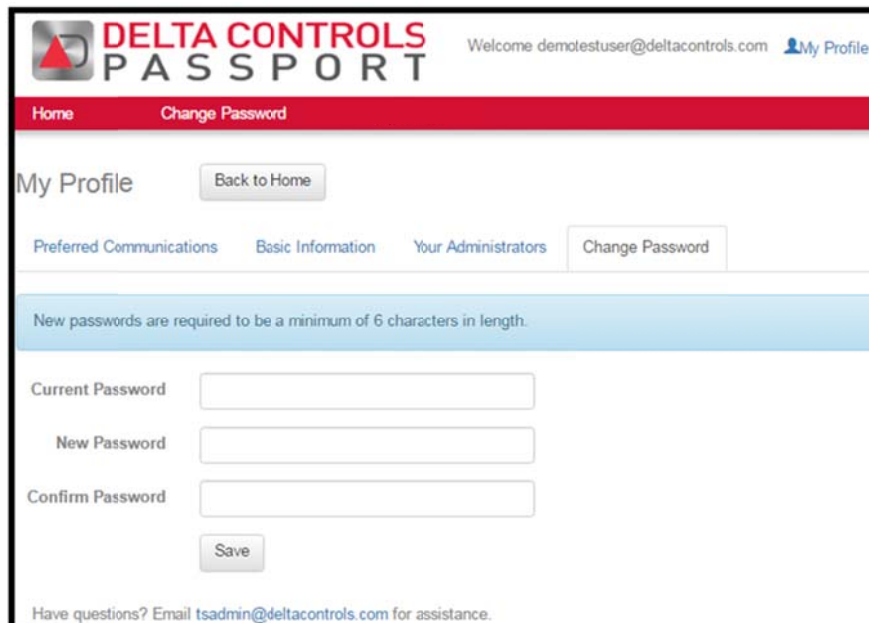
Your Online Ordering Administrator(s)

First Name	Last Name	Email
Demo	Admin	admin@demo.com
Demo	Test	demotestuser@deltacontrols.com

Have questions? Email [tsadmin@deltacontrols.com](mailto:tsadmin@deltacontrols.com) for assistance.

### Change Password

In this tab you can update your password.



**DELTA CONTROLS PASSPORT** Welcome demotestuser@deltacontrols.com [My Profile](#)

Home Change Password

My Profile [Back to Home](#)

[Preferred Communications](#) [Basic Information](#) [Your Administrators](#) **Change Password**

New passwords are required to be a minimum of 6 characters in length.

Current Password

New Password

Confirm Password

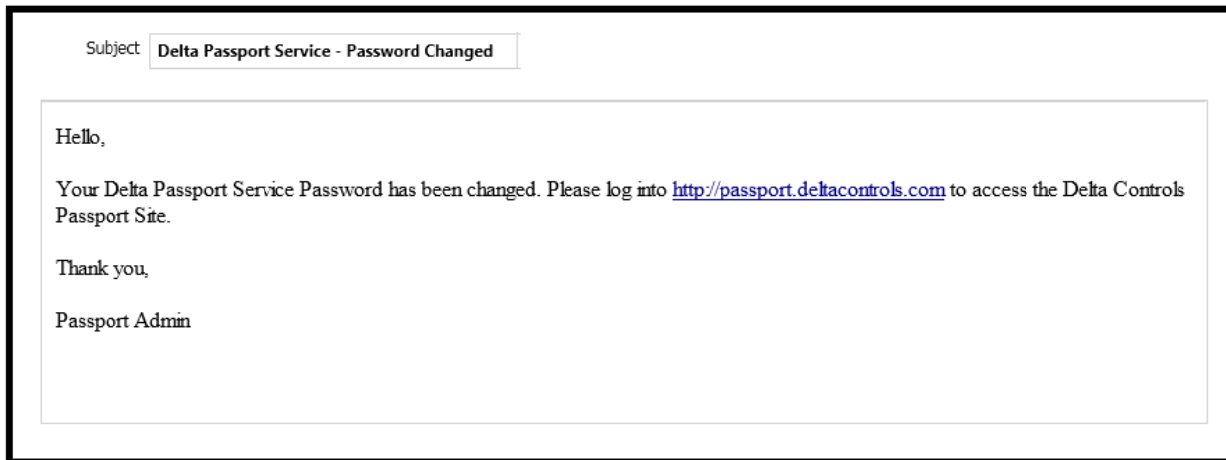
[Save](#)

Have questions? Email [tsadmin@deltacontrols.com](mailto:tsadmin@deltacontrols.com) for assistance.



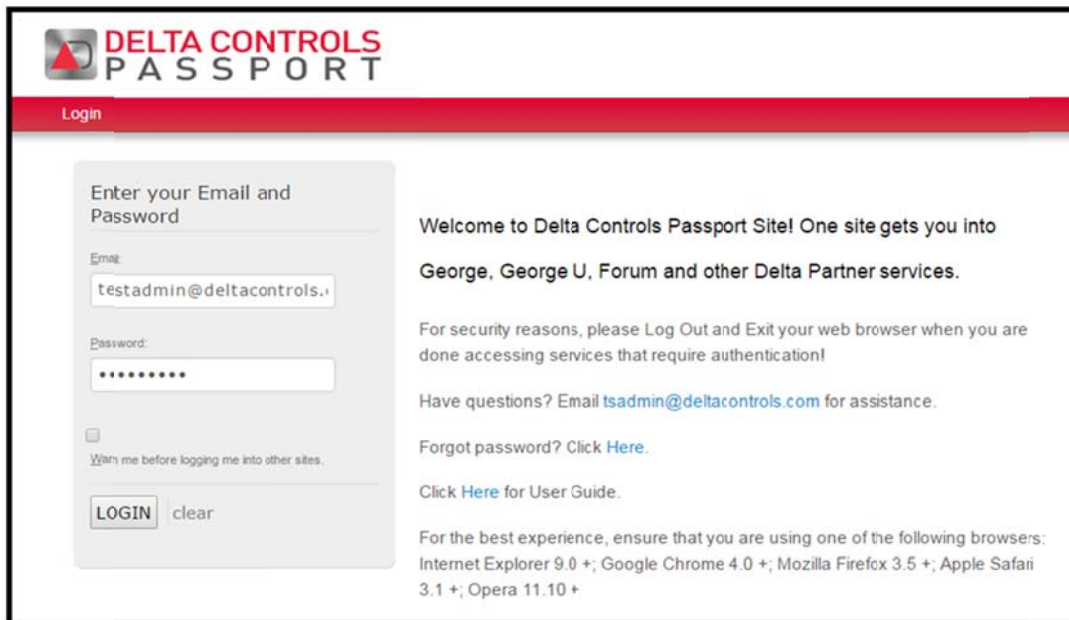
## Accessing Delta Controls Passport

A **confirmation email** will be sent with the following details.



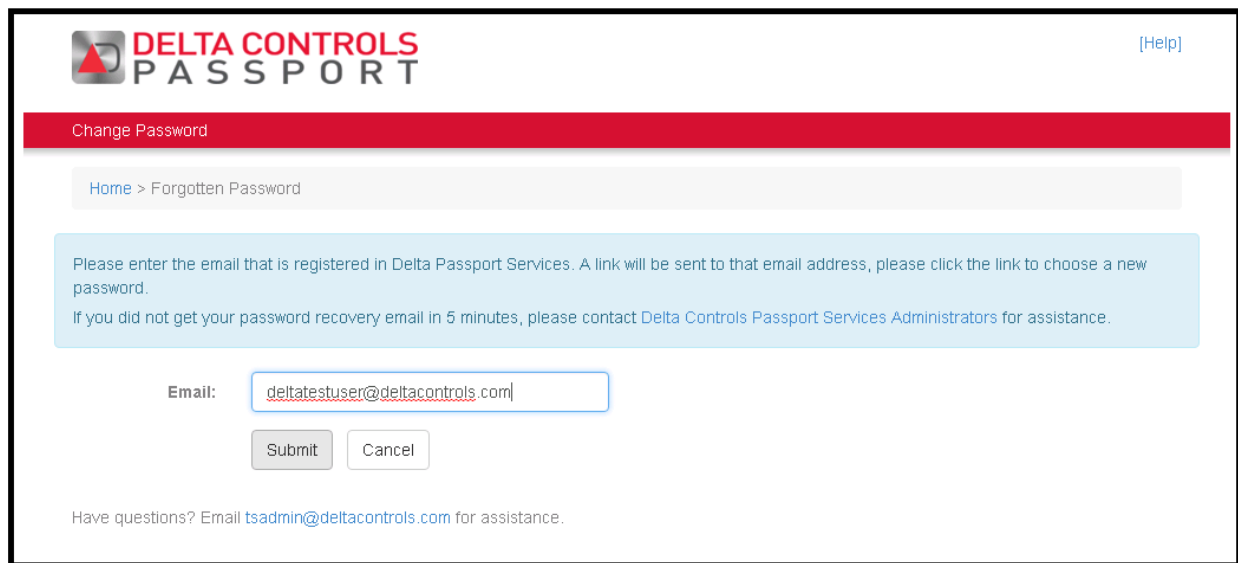
## Logon to Passport

1. Use the following URL to access the Passport Site: <http://passport.deltacontrols.com>.
2. From the logon page the following options are available:
  - a. Email for questions
  - b. Request Password Reset
  - c. Link to this User Guide



## Password Reset

1. From the logon page, click on **Forgot password? Click [Here](#)**.
2. A **Change Password** page will display.
3. Enter your **Email** address and click **Submit**.
4. An email will be sent with a link to reset your password.



The screenshot shows the 'Change Password' page in the Delta Controls Passport system. At the top left is the 'DELTA CONTROLS PASSPORT' logo, and at the top right is a '[Help]' link. Below the header is a red bar with the text 'Change Password'. A breadcrumb trail shows 'Home > Forgotten Password'. A light blue instruction box contains the text: 'Please enter the email that is registered in Delta Passport Services. A link will be sent to that email address, please click the link to choose a new password. If you did not get your password recovery email in 5 minutes, please contact Delta Controls Passport Services Administrators for assistance.' Below this is an 'Email:' label followed by a text input field containing 'deltatestuser@deltacontrols.com'. There are 'Submit' and 'Cancel' buttons below the input field. At the bottom, a note says 'Have questions? Email [tsadmin@deltacontrols.com](mailto:tsadmin@deltacontrols.com) for assistance.'

## Passport Functionality

When logged into Passport the following functionality may be accessed.

The screenshot displays the Delta Controls Passport website. At the top, the logo 'DELTA CONTROLS PASSPORT' is visible, along with a user welcome message 'Welcome demotestuser@deltacontrols.com' and navigation links for 'My Profile', 'Log Out', and 'Help'. Below the header, there are tabs for 'Home' and 'Change Password'. A sidebar on the left is titled 'Passport Resources' and is divided into 'Technical Services' and 'Sales Services'. The 'Technical Services' section includes links to 'George Support', 'George University', 'PAS', 'Forum', 'Delta Exchange', 'Cloud Engineering', 'End User Forum', and 'Helpdesk'. The main content area features a video player with a red play button and a video title: 'Delta Controls is pleased to announce that we've joined the Delta Electronics team'. The video player shows a 6:18 duration. Below the video, there is a text block that reads: 'Delta Controls is pleased to announce that we've joined Delta Electronics. Watch the video above to get to know the Delta Electronics and see the [press release](#) on their website.' The footer contains copyright information and navigation links: '© Delta Controls Home Terms of Use Contact Us Delta Controls Home' and the Delta Controls logo.

## Functional Overview

Feature	Description
Home	Click to return to the site Main Page.
Change Password	Displays the Change Password page.
My Profile	Displays the details of your Profile and provides the ability to <b>Edit</b> details.
Log Out	Click to Log Out of the Passport Site.
Help	Click to display this User Guide.

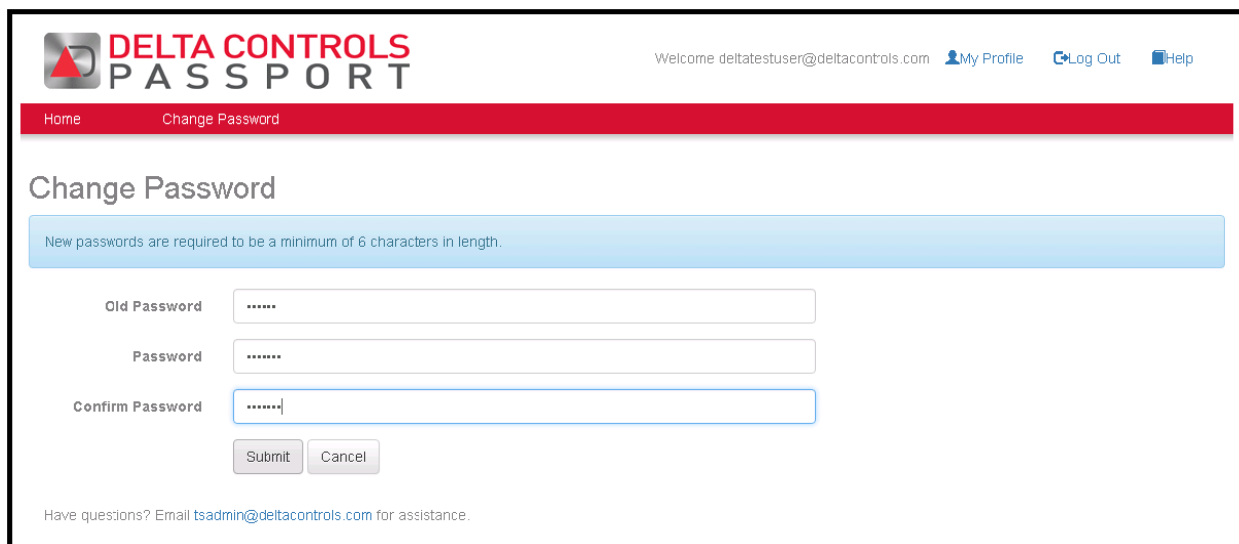
Feature	Description
Passport Resources	Will provide links to additional Resources you have access to. Questions regarding the Passport Resources you have access to should be directed to your Partner or Delta Controls Technical Services Admin.
<i>Please Note:</i> Partner Resources are defined according to your Delta Controls Agreement, and the approval of Delta Technical Services. Any questions regarding the Passport Resources assigned to you, please contact the Administrator listed under “My Profile”	
News	This section of the Main Page provides features published by Delta Controls.

## Change Password



A Password must be a minimum of 6 characters in length and is case sensitive.

1. Click on the link to **Change Password**. The Change Password page will display.
2. Enter the following details and click **Submit**.
  - a. Old Password
  - b. Password
  - c. Confirm Password
3. Click **Cancel** to discontinue changing the password. The Main Passport page will be redisplayed.



The screenshot shows the 'Change Password' page in the Delta Controls Passport system. At the top, there is a navigation bar with 'Home' and 'Change Password' links. The page title is 'Change Password'. A blue message box states: 'New passwords are required to be a minimum of 6 characters in length.' Below this, there are three input fields: 'Old Password', 'Password', and 'Confirm Password', each with a masked password field. At the bottom of the form are 'Submit' and 'Cancel' buttons. A footer note says: 'Have questions? Email tsadmin@deltacontrols.com for assistance.'

## My Profile



Details for your **Partner Administrator(s)** may be found on the **My Profile** page.

The My Profile page displays **Details** about your **Delta Controls Passport** account.

1. To **View/Edit** your profile, click on **My Profile** in the header of the Main Page.
2. Your Profile details in four tabs will be displayed.

**DELTA CONTROLS**  
**PASSPORT**

Welcome deltatestuser1@deltacontrols.com [My Profile](#) [Log Out](#) [Help](#)

[Home](#) [Change Password](#)

### My Profile

[Back to Home](#)

[Preferred Communications](#) [Basic Information](#) [Your Administrators](#) [Change Password](#)

Receive notification from Delta Exchange

Preferred Communications

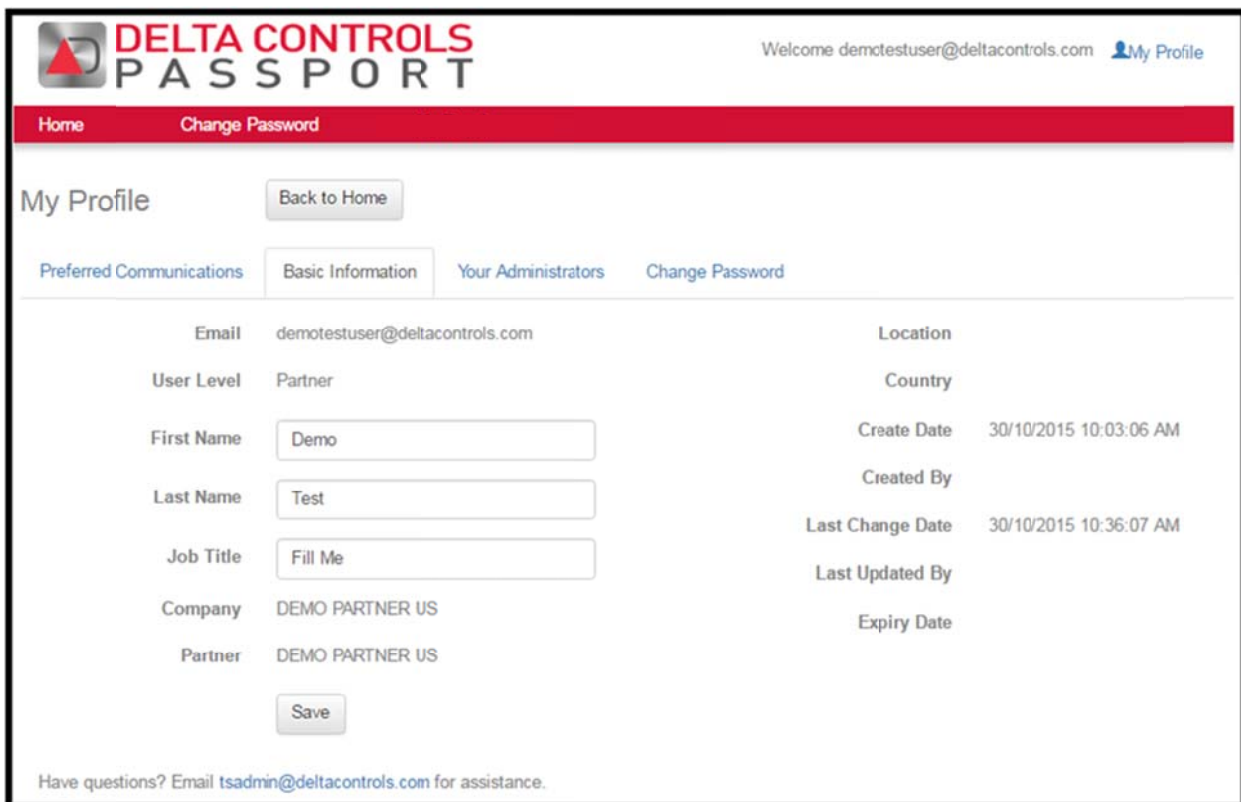
- Product News
- Sales & Marketing Tools
- Company News
- Technical Newsletters
- Training
- Events

You have unsubscribed from all the communications.  
**To Resubscribe:**  
Please select the preferred communication options above and click Re-Subscribe button.  
By clicking the re-subscribe button you agree to receive communications from Delta Controls - A Delta Group of Companies.  
*Note: If you do not select preferred communications and press Re-Subscribe then you agree to receive all communications.*

Have questions? Email [tsadmin@deltacontrols.com](mailto:tsadmin@deltacontrols.com) for assistance.

## Edit My Profile

1. When your Profile has been displayed it can be **Edited**.
2. The fields available for Edit will become active. The following fields may be changed.
  - a. First Name
  - b. Last Name
  - c. Job Title
  - d. Opt For Delta Exchange Email Notification
  - e. Opt For Email Notification
  - f. Preferred Communications
3. Click **Save**



**DELTA CONTROLS**  
**PASSPORT**

Welcome demotestuser@deltacontrols.com [My Profile](#)

[Home](#) [Change Password](#)

**My Profile** [Back to Home](#)

[Preferred Communications](#) [Basic Information](#) [Your Administrators](#) [Change Password](#)

Email	demotestuser@deltacontrols.com	Location	
User Level	Partner	Country	
First Name	<input type="text" value="Demo"/>	Create Date	30/10/2015 10:03:06 AM
Last Name	<input type="text" value="Test"/>	Created By	
Job Title	<input type="text" value="Fill Me"/>	Last Change Date	30/10/2015 10:36:07 AM
Company	DEMO PARTNER US	Last Updated By	
Partner	DEMO PARTNER US	Expiry Date	

[Save](#)

Have questions? Email [tsadmin@deltacontrols.com](mailto:tsadmin@deltacontrols.com) for assistance.

**Please Note:** if for any reason your email address must be changed, please contact your Partner Administrator.

## Document Revision History

Document Edition Number	Date Published	Author	Change Description
2.0	July 27, 2017	Danis Sale	<ol style="list-style-type: none"><li>1. Delta logo</li><li>2. Screenshots to show new version.</li></ol>
1.5	September 29, 2016	Lorraine Stewart	<ol style="list-style-type: none"><li>1. Logon Page – added list of browsers</li><li>2. Passport Functionality – added new image of Passport Resources</li><li>3. My Profile Page – added new image showing tabs and descriptions</li><li>4. Edit My Profile – added new image showing tabs</li><li>5.</li></ol>
1.0	November 25, 2015	Tracey Rossi	None