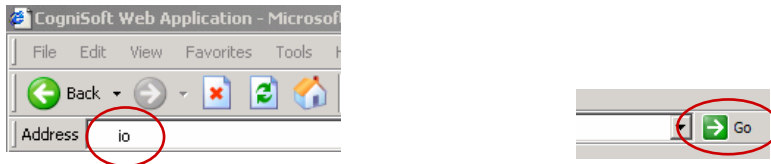


# Logging into IO (From an LCC Networked PC)

1. Open Internet Explorer

2. In the address bar type **io** and click **Go**, or press **enter** on your keyboard.



This will load the Cognisoft Login page.

3. Select the IO view you want to access from the drop down list underneath the logon button.

- IO Outreach/IO Outreach test for Youth Workers
- IO Insight/IO Insight test for Connexions PAs

**IO Outreach test/IO Insight test** are both test 'views' that you can use to practice on or for training. Please don't enter real information in the test views.

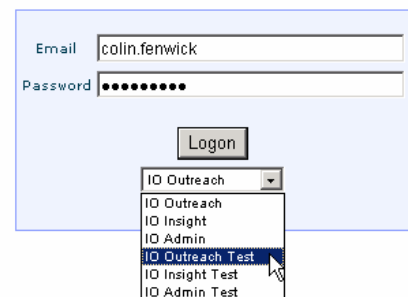
4. Enter the following information:-

email: <your email address>

password: <your password>



Then click the **Logon** button.



**TIP:** if you have a leeds.gov.uk email address, you only need to enter the part before the @ symbol, which is usually firstname.surname.

**Note:** Passwords are case sensitive and cannot be pasted into the password field. They have to be typed in.