

How to log in and navigate HelpOne

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When you first open HelpOne, you will see the login screen.

1. Enter the email address associated with your HelpOne account.
2. Enter your password.
3. Click Log In (or Sign In).

If you have forgotten your password, use the "Forgot Password" link and follow the instructions sent to your email.

After you log in

You will land on the main dashboard. The primary navigation (usually on the left side or across the top) contains the main sections of HelpOne:

- Contacts
- Campaigns / Fundraising
- Volunteers
- Events
- Finance / Expenses
- Equipment / IT Assets
- Calendar
- Reports
- Settings (visible only to administrators)

You can return to the dashboard at any time by clicking the HelpOne logo or the Home icon.

Tip: Use the global search bar at the top of the screen to quickly find contacts, campaigns, events, or other records without clicking through menus.
