

## Adults Quick Guide

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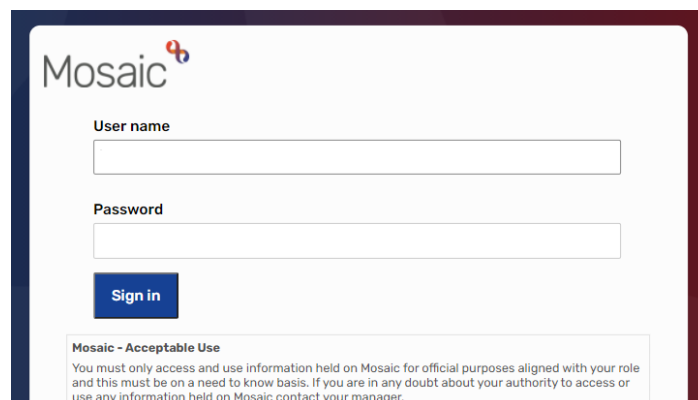
### Signing In and Out of Mosaic

#### Signing in

To access Mosaic - double click the **Mosaic** icon  on your desktop, or use your bookmark / favourite.

Mosaic must be accessed in **Google Chrome** or **Microsoft Edge** to work correctly.

The sign in screen displays: –



The screenshot shows the Mosaic sign-in interface. At the top left is the Mosaic logo. Below it are two input fields: 'User name' and 'Password'. A blue 'Sign in' button is positioned below the password field. At the bottom, there is a section titled 'Mosaic - Acceptable Use' with a warning: 'You must only access and use information held on Mosaic for official purposes aligned with your role and this must be on a need to know basis. If you are in any doubt about your authority to access or use any information held on Mosaic contact your manager.'

Enter your Mosaic **User name** and **Password**.

This will be the same as your Windows user name and password. The password is case sensitive.

The sharing of user names and passwords is not permitted; for further details please refer to the LCC Information Assurance Policy or the relevant policy within your organisation.

Click the **Sign in** button.

If you get an error message, check that you have entered your user name and password correctly.

Once your sign in details have been verified by Mosaic your individual workview (Full workview) screen will display and you can start working. You will only need to single click on any icon, button or link within Mosaic.

Although there is an option to 'Change your password' listed in the Tools menu (Closed or Narrow workview), this should not be used. Your Mosaic password will change automatically when you change your Windows password

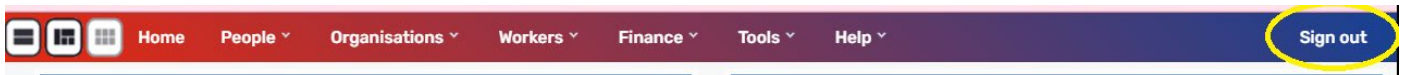
## Signing out

To sign out of Mosaic you must either click the large **Sign out** button in **Full workview**



Sign out

Or click the small **Sign out** button on the main header menu in **Narrow** and **Closed workviews**.



You will be returned to the sign in screen.

To prevent data loss issues you must use the **Sign out** button.

**Do not** close your browser window without first clicking the **Sign out** button and returning to the sign in screen.