

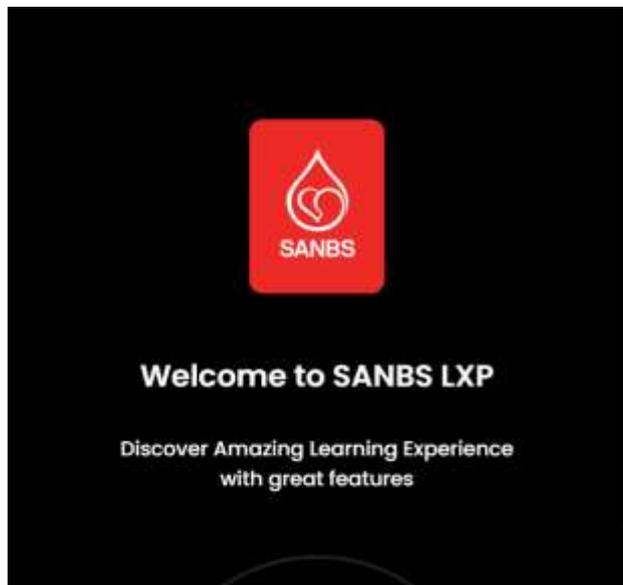
LXP user guide.

1. Create LXP account.

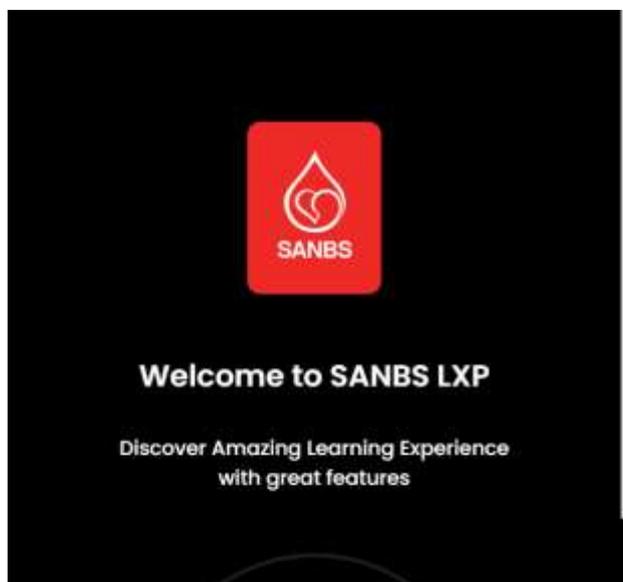
Go to the website by using the link: [Log in | LXP \(sanbs.org.za\)](https://sanbs.org.za)

Below is the landing page of LXP.

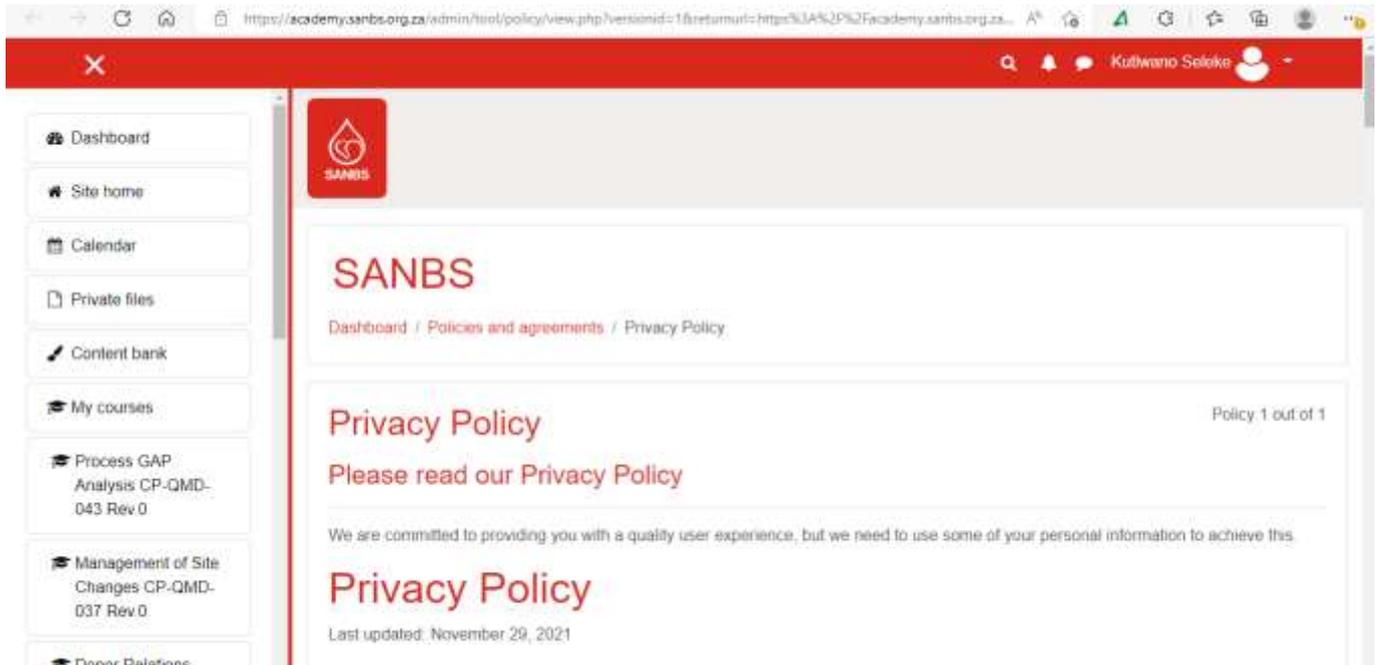
All employees who have joined SANBS before March 2022 already have accounts so they just have to reset their password by clicking on **forgot password**. Those who have joined after March have to create new accounts should follow the below steps:

A screenshot of the 'Sign In to SANBS LXP' form. The title is 'Sign In to SANBS LXP' in bold black text. Below it is a link: 'New Here? Create an Account' in red text. The form has three input fields: 'Email' with the value 'kufwano.seleke@sanbs.org.za', 'Password' with masked characters '*****', and a 'Remember me?' checkbox. A red 'Continue' button is at the bottom right.

2. Create new account on LXP for new users by clicking on the below highlighted part:

A screenshot of the 'Sign In to SANBS LXP' form, identical to the one above. The link 'New Here? Create an Account' is highlighted with a yellow rectangular box.

3. Below page, will popup. **Please note you are on another website this is just for account creation or password reset.**



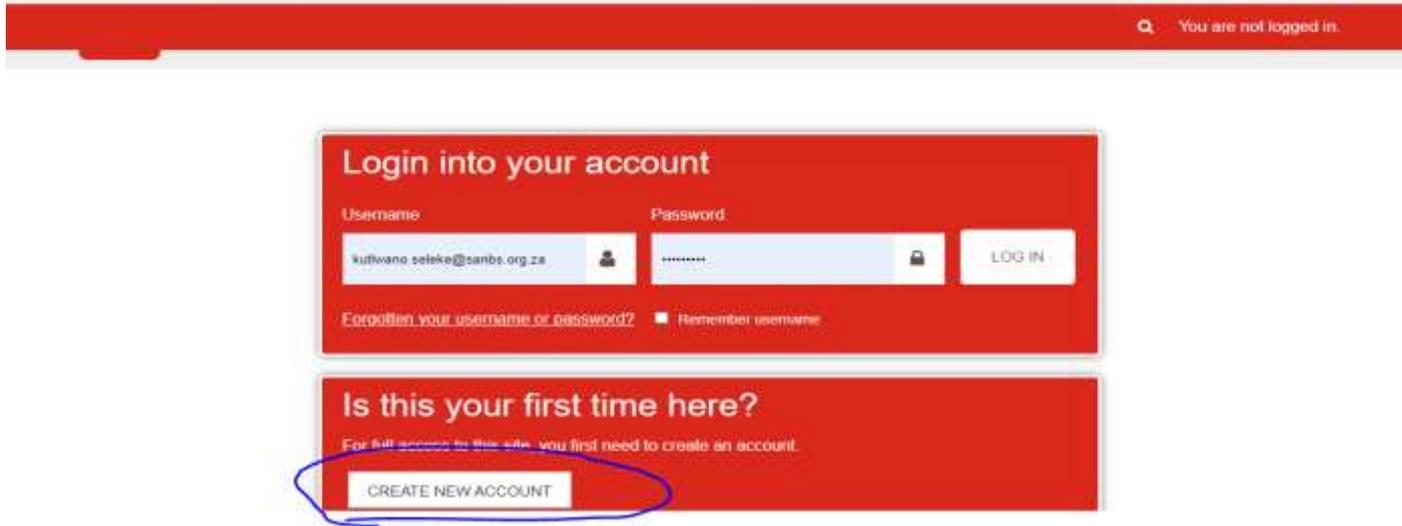
4. On above page you will have to scroll down and click next see below.



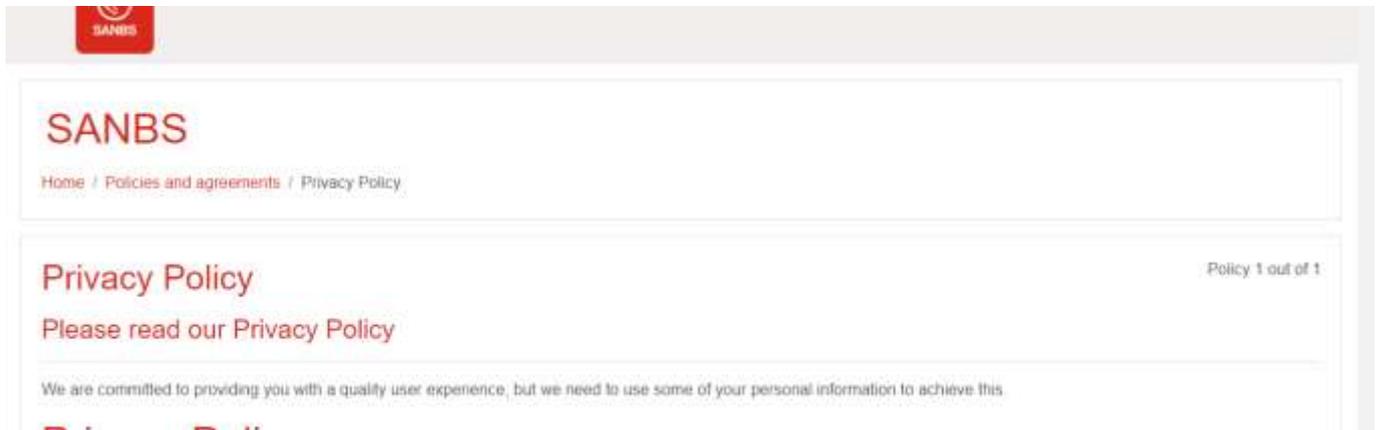
5. After clicking on next you can log on to the LXP by clicking on "Log in" at the top right of your screen.



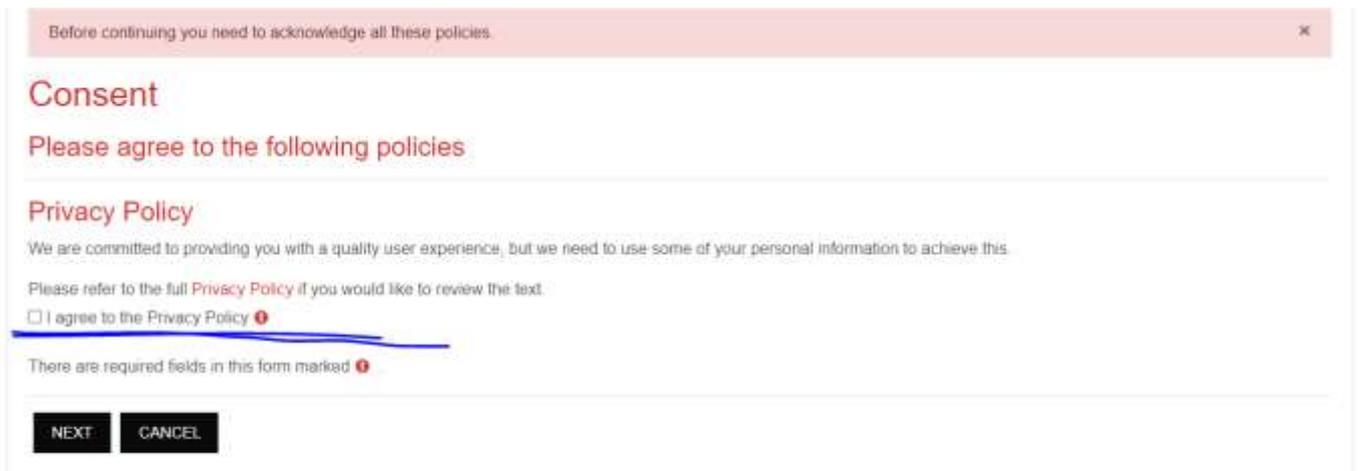
6. Below screen, will show up. Please click on **create new account**.



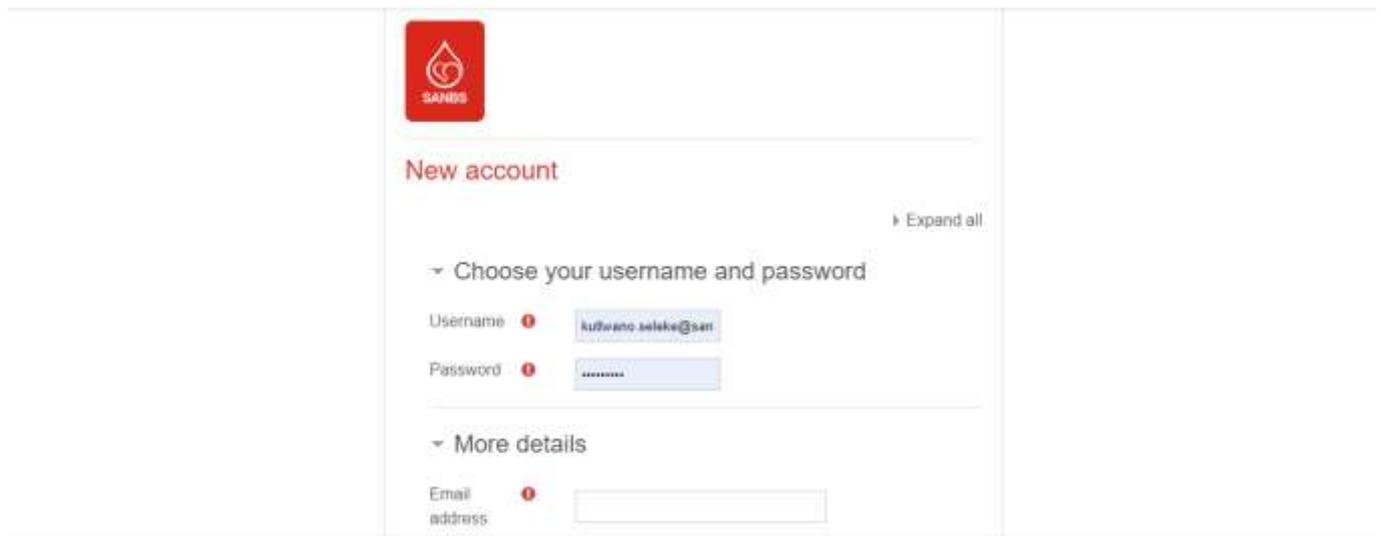
7. Below policy screen will be your landing page. After reading the Privacy Policy, you need to agree to the policy by ticking the box by scrolling down to the bottom of the page.



8. Once you have agreed to the Privacy Policy, click on Next to complete your LXP profile.



9. Populate your details when the below screen appears. Always use your email address as username.



The screenshot shows the SANBS 'New account' registration page. At the top left is the SANBS logo, a red square with a white water drop icon and the text 'SANBS' below it. The main heading is 'New account' in red. To the right of the heading is a link that says 'Expand all'. Below the heading is a section titled 'Choose your username and password' with a dropdown arrow. This section contains two input fields: 'Username' with a red error icon and the text 'ku@wano.selske@san', and 'Password' with a red error icon and a masked password field. Below this is another section titled 'More details' with a dropdown arrow. It contains an 'Email address' input field with a red error icon.

Once you have completed the above you have to close the webpage and log on to the LXP again. The LXP link is also available on the intranet: [Log in | LXP \(sanbs.org.za\)](#)