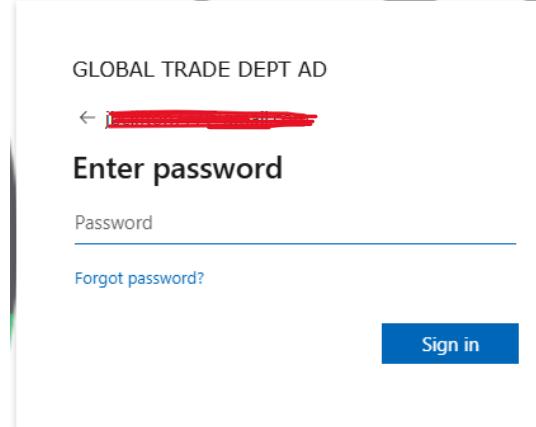
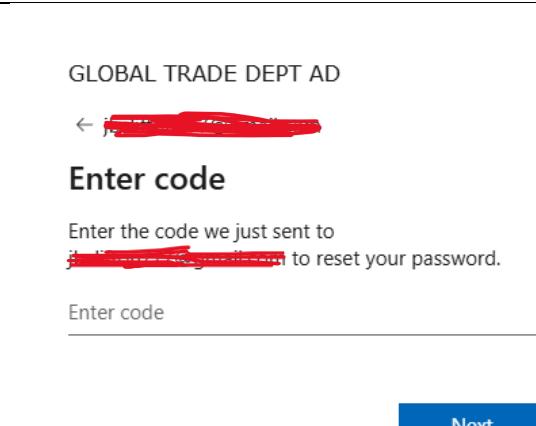


## Password Reset

If you need to reset your password then please follow the steps below for our automated password recovery.

If you are signed into the site, you will need to sign out.	
Goto <a href="https://Platform.GlobalTradeDept.com">https://Platform.GlobalTradeDept.com</a> and click sign-in top right corner.	
Click Logon to Global Trade Dept to start the log-on process.	
Enter the email address for which you have forgotten the password.	
Once you have entered the email address you will see 'forgot password?'	
When you click on the forgot password link, an email will be sent to the email address specified containing the recovery code.  It will come from  <b>Global Trade Dept AD (via Microsoft)</b>  It will come from the address above. Check your junk email and 'focus' views.	

This email will contain a code that needs to be copied into the 'Enter Code' form.

Enter the code into the box and you will be sent to the 'change password' screen where you will be prompted to confirm the new password and password criteria.

GLOBAL TRADE DEPT AD

← [REDACTED]

### Enter code

Enter the code we just sent to  
[REDACTED] to reset your password.

Enter code

Next

## Forgotten Email Address

If you have forgotten your email address, then you will need to email [Support@GlobalTradeDept.com](mailto:Support@GlobalTradeDept.com).

## Register Via Email Invitation Link

We should use this method where we can because if we get it right then it's the easiest way. See the URL below.

- <https://www.youtube.com/watch?v=1onX66X7tBE&t=690s> how to do this manually
- <https://medium.com/@bilalahmedpanjwani/create-new-azure-b2c-user-using-power-automate-flow-graph-api-dynamics-365-ce-952ec3075ce9>

[jbclifton777@gmail.com](mailto:jbclifton777@gmail.com)

- Current status is that I can't find a way of creating an external user in Entra.
- I could create the users in Entra from a CSV file
- Once I have that done then I could use Power Automate to search those users and create the contact in dataverse.

User notes	Admin notes	Screen grab

