

OSLA (Office of Staff Legal Assistance)
User Manual

Modified Date: 20th February, 2023

Version: 3.0

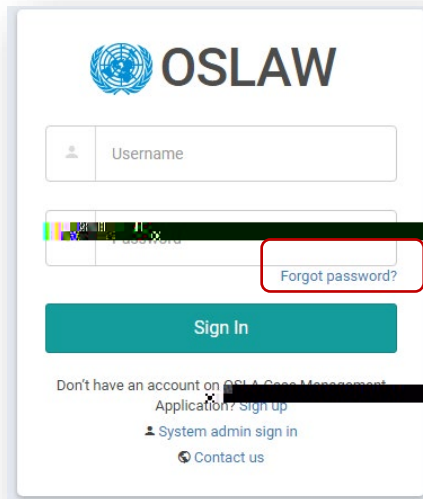
Table of Contents (Re-generate the TOC after modifications to the document)

Contents

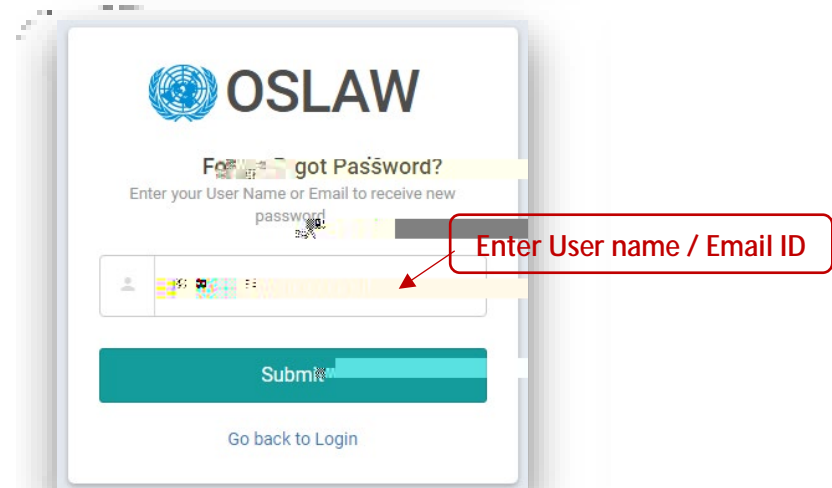
2.2 Sign Up



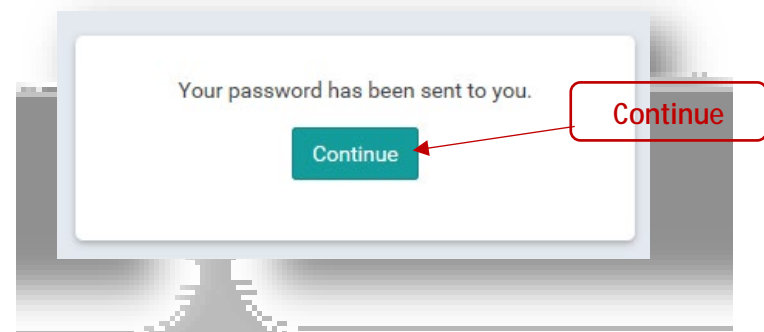
2.3 Forgot Password



The image shows the OSLAW login page. At the top is the OSLAW logo. Below it are two input fields: 'Username' and 'Password'. A red box highlights the 'Forgot password?' link located below the password field. Below the input fields is a teal 'Sign In' button. At the bottom, there are links for 'Don't have an account on OSLAW Case Management Application? Sign up', 'System admin sign in', and 'Contact us'.

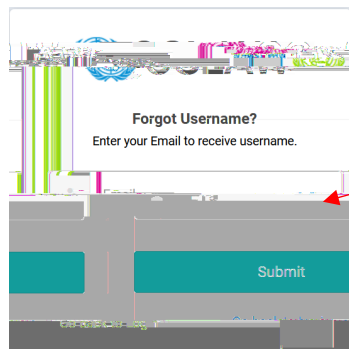


The image shows the OSLAW 'Forgot Password?' page. At the top is the OSLAW logo. Below it is the heading 'Forgot Password?' and the instruction 'Enter your User Name or Email to receive new password'. A red box highlights the input field for the user name or email ID, with a red arrow pointing to it from a red box containing the text 'Enter User name / Email ID'. Below the input field is a teal 'Submit' button and a link 'Go back to Login'.

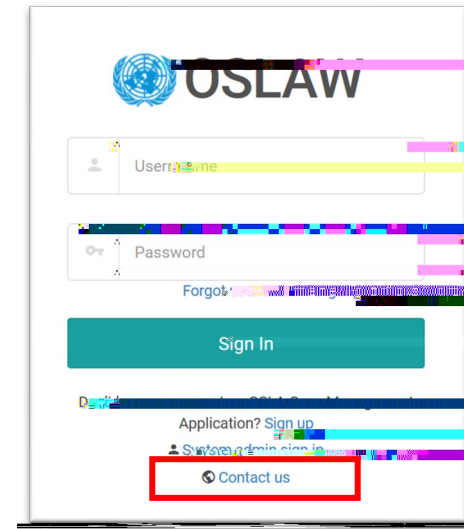


The image shows a confirmation message on a computer monitor. The message reads 'Your password has been sent to you.' Below the message is a teal 'Continue' button. A red box highlights the 'Continue' button, with a red arrow pointing to it from a red box containing the text 'Continue'.

2.4 Forgot Username



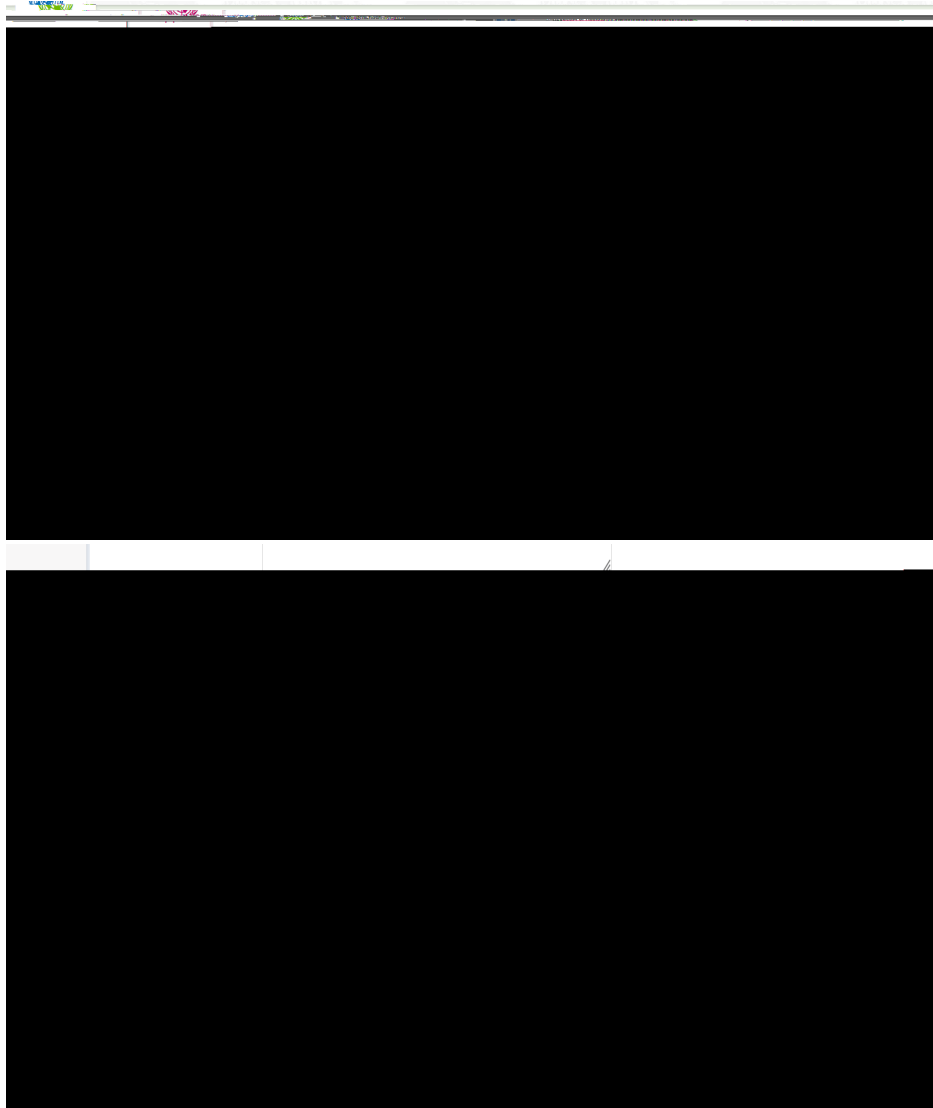
2.5 Contact Us



3 Create New Cases

+ Create New Request

2.8 Sign Out



+ Create New Request

Personal Details Request Details

Chronology

3.1 Personal Details

Are you requesting assistance on behalf of another (former) staff member?

Personal Details Case Details

Chronology

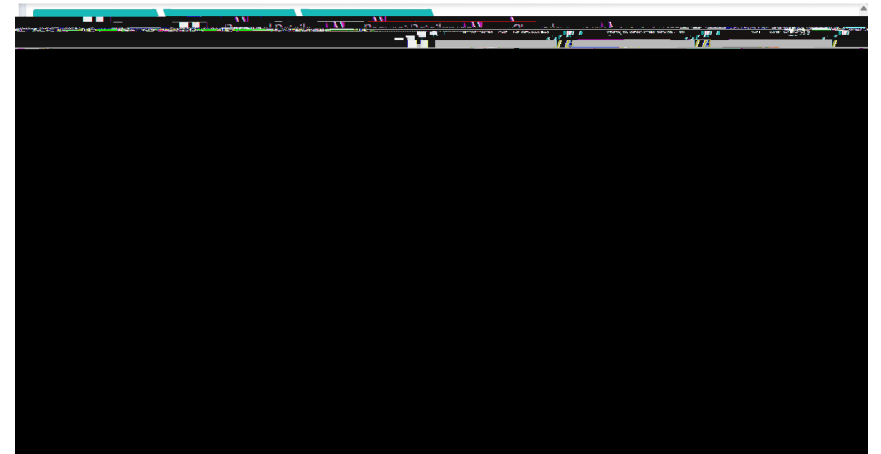
Request Details:



3.3 Chronology:

Note:





3.4 Version History:

