

## Hawk Solutions User Guide

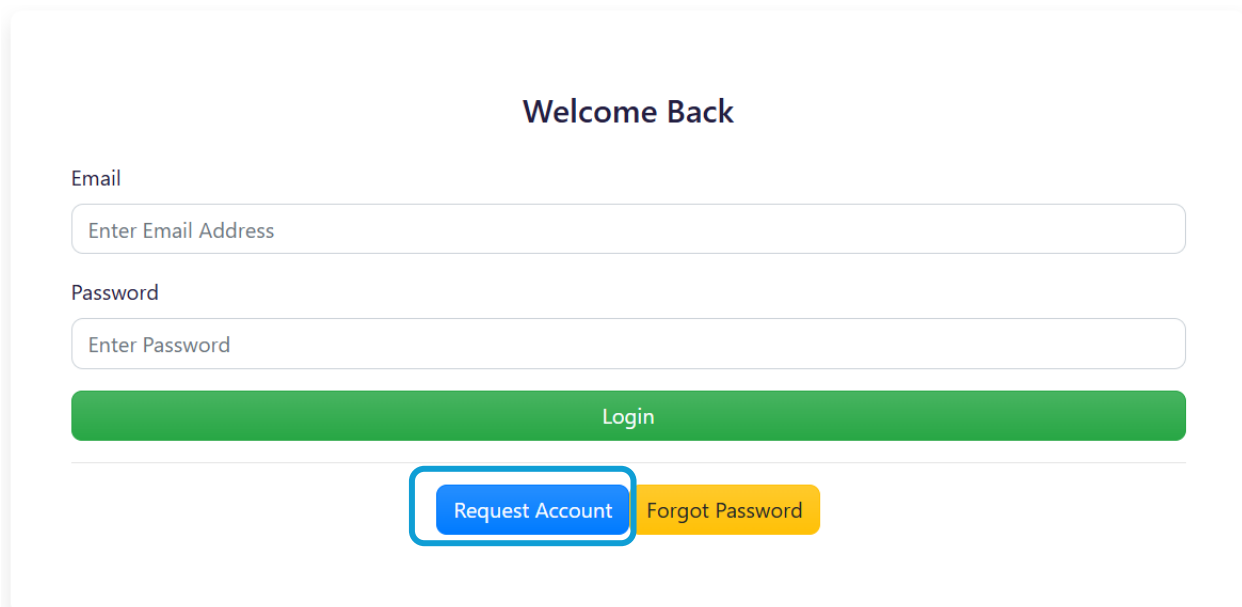
### Step 1: Download the Hawk Solutions Application

Please use the appropriate link below based on your device:

- iPhone Users: Apple App Store <https://apps.apple.com/ca/app/hawk-communications/id1562891070>
- Android Users: Google Play Store [https://play.google.com/store/apps/details?id=ca.hawksolutions.communications&hl=en\\_CA](https://play.google.com/store/apps/details?id=ca.hawksolutions.communications&hl=en_CA)
- PC/ Laptop Users: <https://hs.einsight.net/app/login>

### Step 2: Request an Account

On the login page, kindly click on "**Request Account**" to begin the registration process.



Welcome Back

Email

Password

Login

Request Account Forgot Password

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## Step 3: Provide Your Information

Please fill out the form with your personal details as requested.

### My Information

*First Name Test	*Last Name test	Preferred Name
*Phone Number 3061234567	*Email	*Confirm Email
*Street Address La Ronge Ave	*City La Ronge	*Country Canada
*Province / State Saskatchewan	*Postal Code / Zip Code S0J1L0	

### Request Information

*Province Saskatchewan	<div style="border: 1px solid #ccc; padding: 2px;">Select Organization Nation / Band Select</div>
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This field is required.

## Step 4: Select Your Organization or Nation/Band

After selecting your Organization or Nation/Band, additional fields will be displayed. Kindly complete all necessary information.

### Request Information

*Province Saskatchewan	*Type Organization	*Organization Select
My Nation / Band	Nation/Organization I'm Employed By	<div style="border: 1px solid #ccc; padding: 2px;">Select Red Circle Planning Group Youth Substance Addiction Committee (YSAC) Touchwood Agency Tribal Council</div>

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\*Province / State: Saskatchewan

\*Postal Code / Zip Code: S0J1L0

**Request Information**

\*Province: Saskatchewan

\*Type: Nation / Band

Membership Number:

Tags that apply to me (Select All That Apply): Select

- Select
- Cote First Nation
- Carry the Kettle Nakoda Nation
- Fishing Lake First Nation
- Lac La Ronge
- Red Earth Cree Nation
- Canoe Lake Cree First Nation
- Day Star
- Kawacatoose
- Muskowekwan

**Request Information**

\*Province: Saskatchewan

\*Type: Nation / Band

\*Nation / Band: Lac La Ronge

Membership Number:

Tags that apply to me (Select All That Apply):

- BAND MEMEBRS - OFF RESERVE
- GRAND MONTHERS BAY
- POST SECONDARY STUDENTS

Select

## Step 5: Submit and Await Approval

Once all information is entered, please save your details. You will receive an email notification once your account has been approved. This email will include an activation link. Kindly click on the link to activate your account.

**Account Registration** ✕

Account request submitted successfully. Once your account is approved, you will receive an email to activate your account

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## Step 6: Reset Your Password

Once you activated your account, return to the login page and select **"Forgot Password."**

Welcome Back

Email

Enter Email Address

Password

Enter Password

Login

Request Account Forgot Password

## Step 7: Enter Your Registered Email Address

Please input the email address used during registration. You will receive a link to reset your password.

### Forgot Password

If you have forgotten your password, enter your email address below. You will be sent instructions on how to reset your password.

Email sent successfully.

Check your email, click on the new link in the email to reset your password (Note: This link will expire after 24 hours, if you do not click on the link within 24 hours you will need to click on 'Forgot Password' again and restart the process).

After resetting your password you will be redirected to the login page. Enter your username (email address) and new password to log in.

If you have not received the reset password email, please check your Junk/Spam folder. If you still cannot find the email, please ask your network IT administrator to 'Whitelist' the domains `insight.net` and `zendesk.com`. Once the domains are Whitelisted, click Forgot password again on the login page.

Email Address

Submit Cancel

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### Step 8: Create a New Password

Follow the link provided in the email to set your new password.

### Reset Password

(New password must be at least 8 characters and contain at least one upper case letter, one lower case letter, and one digit)

New Password

Repeat New Password

Submit

## Password Reset Successfully!

Please go back to the app to login.

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## Step 9: Log In to Your Account

Log in using your registered email address and newly created password. Accept the End User License Agreement (EULA) to gain access to your dashboard.

The screenshot displays the Hawk Solutions user interface. At the top, the Lac La Ronge Indian Band logo is visible. The main content area is titled "End User License Agreement" and includes a green "Accept" button. Below the title, there is a paragraph of text stating: "THIS AGREEMENT is made by and between eCenter Research Inc operating as Hawk Solutions ("OurCompany") with it's registered office at 3263 W. 48th Ave., Vancouver, BC, V6N 3P7 and the end user ("EndUsers") defined as anyone who proceeds to login to this system." This is followed by the heading "GENERAL TERMS AND CONDITIONS" and several numbered sections (A, B, C, 1, 2, 3, 3.1, 3.2, 3.3, 4) detailing the terms of use, including provisions for testing, confidentiality, and intellectual property.

Below the EULA, the dashboard interface is shown. It features the Lac La Ronge Indian Band logo on the left, a navigation menu with "Organization" and "Administration" tabs, and a user profile icon labeled "My Account" on the right. The dashboard contains six main sections, each with a title, a brief description, and a set of action buttons:

- Communications:** View and manage posts and documents. Buttons: Updates, Events, Resources, Alerts.
- Shared Files:** View and manage shared documents, images, audio, and video files. Buttons: Documents, Images, Audio, Videos.
- Admin Items:** View and manage administration items. Button: Email Templates.
- Reporting (Collections):** Generate reports and visualize results. Button: Collection Results.
- Reporting (Admin):** Generate reports and visualize results. Button: Reporting.