



# User Basics

Keychain

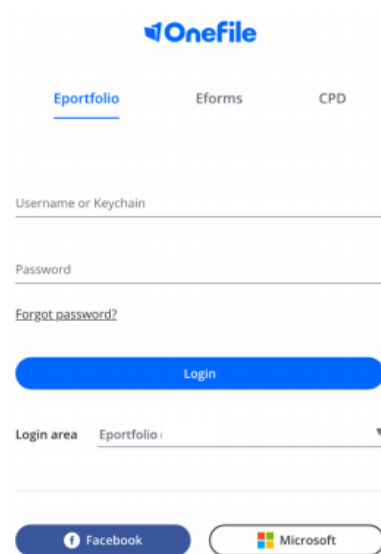
# How to set up a Keychain

A Keychain is used to provide login access to multiple accounts using your email address and chosen password.

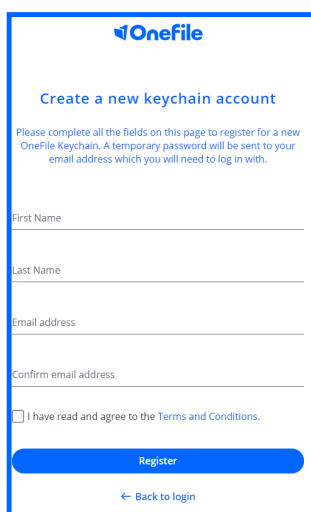
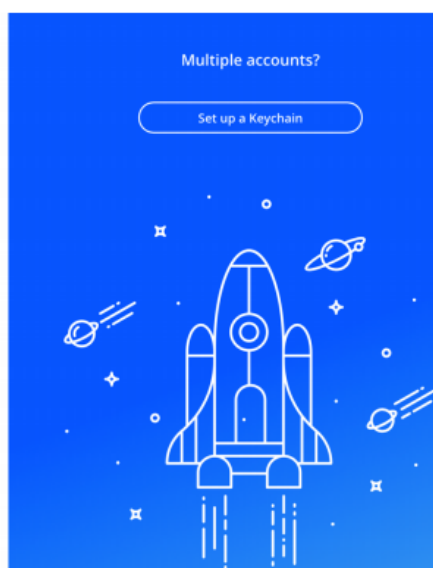
Using a Keychain allows you to easily swap between multiple accounts, use the Facebook and Microsoft login features and provides additional security for your accounts

## Set up a Keychain

On the login page, click **Set up a Keychain**



The image shows the Onefile login page. At the top is the Onefile logo. Below it are three tabs: 'Eportfolio' (selected), 'Eforms', and 'CPD'. There are three input fields: 'Username or Keychain', 'Password', and 'Forgot password?'. A blue 'Login' button is below the password field. At the bottom, there's a 'Login area' with a dropdown menu currently showing 'Eportfolio'. Below the dropdown are two buttons: 'Facebook' and 'Microsoft'.



The image shows a form titled 'Create a new keychain account' with the Onefile logo at the top. Below the title is a paragraph: 'Please complete all the fields on this page to register for a new Onefile Keychain. A temporary password will be sent to your email address which you will need to log in with.' There are four input fields: 'First Name', 'Last Name', 'Email address', and 'Confirm email address'. Below these fields is a checkbox with the text 'I have read and agree to the Terms and Conditions.' At the bottom of the form is a blue 'Register' button and a link that says '← Back to login'.

Complete the user details field and tick the checkbox to confirm that you agree to the **Terms and Conditions** then click **Register**

You will now receive an email with your Keychain password, click [continue to login](#)

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## Logging in with your Keychain

### Step 1

Select which product you would like to access (Eportfolio, Eforms or CPD).

### Step 2

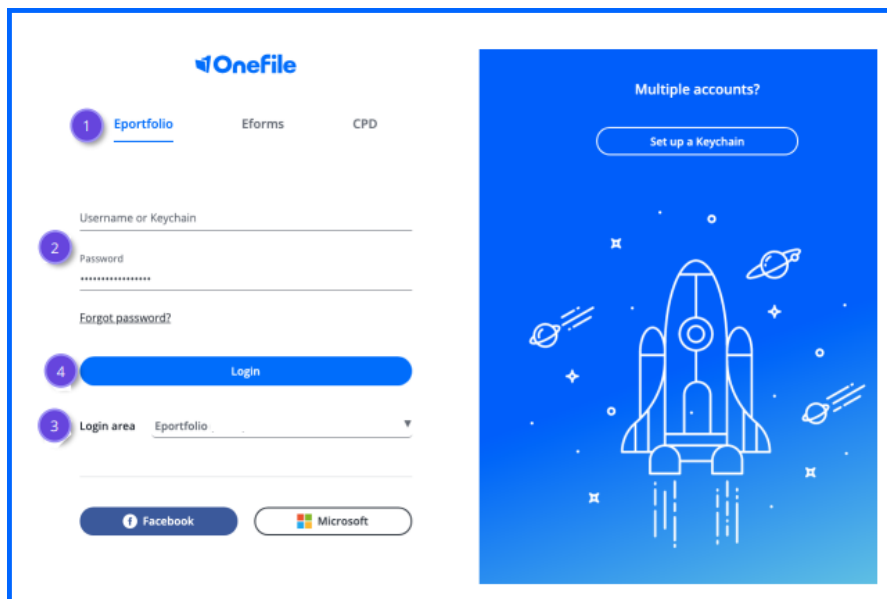
Enter your Keychain Email address and password.

### Step 3

Select the Login area you wish to access. (Live or Practice).  
Learners should always log in to Live Eportfolio.

### Step 4

Click Login to access your keychain



The screenshot displays the Onefile login page. On the left, there are three tabs: 'Eportfolio' (selected), 'Eforms', and 'CPD'. Below the tabs are four numbered steps: 1. 'Eportfolio' tab selection, 2. 'Username or Keychain' input field, 3. 'Password' input field, and 4. 'Login' button. Below the password field is a 'Forgot password?' link. At the bottom, there is a 'Login area' dropdown menu set to 'Eportfolio' and two social login buttons for 'Facebook' and 'Microsoft'. On the right, there is a blue panel titled 'Multiple accounts?' with a 'Set up a Keychain' button and a rocket ship illustration.

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## Adding accounts to your Keychain

### Step 1

Once logged in to your Keychain account, click **Add account**.

### Step 2

Select which **product** and **server** you would like to access (Eportfolio or Eforms).

### Step 3

Select whether to require **Keychain login**. This requires you to login with your email address and password.

*Checking this option will prevent logging in with a username. i.e. AEXAMPLE2. (More secure)*

### Step 4

Click **Add Account**

#### Add Account to Keychain

Use this page to add OneFile accounts to your Keychain. Select the product and the server to log into and then enter your OneFile username and password.

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##### Specify account login details

Select product

☒ Eportfolio ☐ Eforms

Select server

Eportfolio (Practice) Eportfolio

Username

Password

\*\*\*\*\*

☐ Require login with keychain account

Checking this option will prevent logging in with a username. i.e. AEXAMPLE2. (More secure)

To learn more see our full guides  
<https://live.onefile.co.uk/userguides/>



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