



Football Admin System (FAS)
Updating Your Login & Account
'How to' Guide

www.scottishfalive.co.uk

On **15 JUNE 2022** the Scottish FA updated the Football Admin System to use Microsoft authentication.

As part of this process, we will require [all users](#) of the Football Admin System to update their account. This will not affect the current access you have, or the data already stored in your account.

This guide is to help you through the process but there is also a 'How to' video which can be accessed [here](#)

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Process to Update Your Account

Update your Account

From the home page at www.scottishfalive.co.uk click on

UPDATE YOUR ACCOUNT

LOG IN

On **15th June 2022** we updated the Football Admin System to use Microsoft authentication. As part of this process we now **require all users** of the Football Admin System to **update** their account, this will not affect the current access you have or the data already stored in your account.

If this is your first time logging in since **14th June 2022**, click here to

UPDATE YOUR ACCOUNT

If you have already updated your account, click here to

LOG IN

What does this mean for me?

What do I need to do?

Help

Step 1. Log in with your existing details

This will take you to the **UPDATE YOUR ACCOUNT** page below.

Enter your current Email and Password for the Football Admin System and click

NEXT

UPDATE YOUR ACCOUNT

Step 1. Log in with your existing details.
Step 2. Choose the email address you wish to use for your new login.
Step 3. Verify your email address with a code sent to your email.
Step 4. Create a new password.

Email

Password

NEXT

Forgot your password?
It's saved in my browser
Get a password reminder

[Help and information for updating your account](#)
[Back to Login](#)

Forgotten Password?

Password Reminder

If you have forgotten your password, please click on [Get a password reminder](#)

This will take you to the password reminder page below, click the on the drop-down menu box under **Please select...** next to **Select the area that you normally log in to**. This area will be related to the type of user you are for example a coach, referee, or club user.

Enter your email address you normally use to log in to Football Admin System, and click

SUBMIT

PASSWORD REMINDER

Get a password reminder to continue with your login migration.

Select the area that you normally log in to

Enter your email address

BACK **SUBMIT**

You will then receive your password in the inbox of your current registered email address, please also check your spam or junk mail folders.

Once you have your password, please enter it in the box in the **UPDATE YOUR ACCOUNT** page and click

NEXT

UPDATE YOUR ACCOUNT

Step 1. Log in with your existing details.
Step 2. Choose the email address you wish to use for your new login.
Step 3. Verify your email address with a code sent to your email.
Step 4. Create a new password.

Email

Password

NEXT

Forgot your password?
[It's saved in my browser](#)
[Get a password reminder](#)

[Help and information for updating your account](#)
[Back to Login](#)


Password Saved in Browser

Your password may also be saved in your browser history, if you want to check this, please click on [It's saved in my browser](#) for a link to instructions on how to retrieve a saved password from your browser.

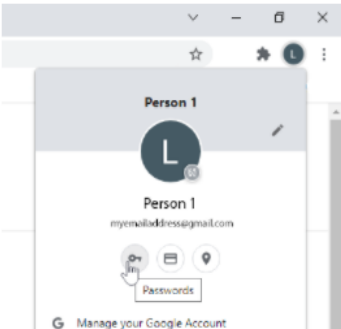
[It's saved in my browser](#)

RETRIEVE YOUR PASSWORD FROM YOUR BROWSER

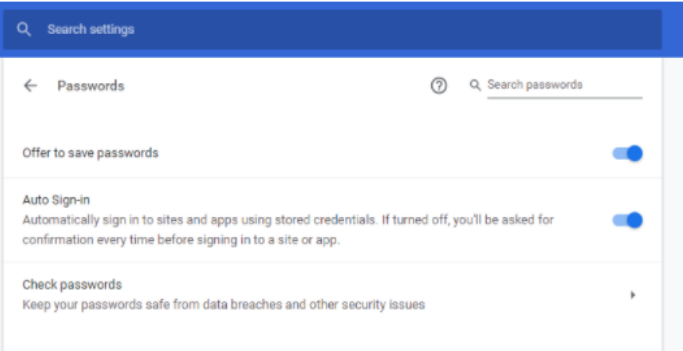
Click the browser that you use to find out how to retrieve a saved password

 **Chrome**

Click on your initial/icon in the top right of the browser and click Passwords



Click Show Password and enter your pc login if prompted



Once you have your password, please enter it in the box in the **UPDATE YOUR ACCOUNT** page and click


NEXT

Step 2. Choosing Email Address


Once logged in, you will be asked to choose the email address you wish to use for your [new login](#).

This should be a unique individual email address that only you have access to, you cannot use a shared email address.

Option 1

You can select from email addresses already stored on your account by clicking on the drop-down arrow and then clicking on 

Option 2

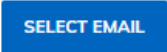
Or add a new one in the boxes under - Or use a new email address to sign in. If you are adding a new email, please click on  after entering the new email and confirming new email in the appropriate boxes.

UPDATE YOUR ACCOUNT

Step 1. Log in with your existing details.
Step 2. Choose the email address you wish to use for your new login.
Step 3. Verify your email address with a code sent to your email.
Step 4. Create a new password.

You **must** select or enter a unique individual email address that only you have access to for login.


Click 'Select Email' to continue signing in with ap.plicationdevelopmentsfauat@gmail.com



Or use a new email address to sign in

Email

Confirm Email




[Help and information for updating your account](#)
[Back to Login](#)

Once you have undertaken this process you will move to [Step 3](#) to verify your email address with a verification code.

Step 3. Verify your email address with a code

Cancel



Step 1. Log in with your existing details.
Step 2. Choose the email address you wish to use for your login.
Step 3. Verify your email address with a code.
Step 4. Create a new password.

User Details

Email Address

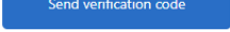
Send verification code

New Password


Confirm New Password

Create

To verify your email address a verification code will be sent to your email, this email address should be self populated in the first box but if it is not please add it into **Email Address** box.

Once you have done this please click on button  and a verification code will be sent to your individual email address.

Cancel



Step 1. Log in with your existing details.
Step 2. Choose the email address you wish to use for your login.
Step 3. Verify your email address with a code.
Step 4. Create a new password.

User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

ap.plicationdevelopmentsfauat@gmail.com

Verification Code

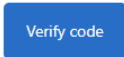
Verify code Send new code

Send new code

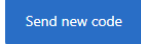
New Password

Confirm New Password

Create

Once you have your verification code from your email, please enter it into the **Verification Code** box and click 

If you fail to enter this code, you can request another code by clicking



Once you have done this you can now move onto creating and confirming your new password as per guidance on next page.

Step 4. Create a new Password

Once your code has been verified you will be required to set up a new password.

You can also check your email address and change it if you wish by clicking on [Click here to change the e-mail you wish to use](#) this will only be required if you have entered your email address incorrectly or changed your mind with regards which email you wish to use. When you click on this you will be required to enter an email address and then request another verification

code by clicking on [Send verification code](#). This will then activate the verification as referenced in [Step 3](#) of this guidance.

If your email address is, however, correct, then please move down the page to create a new password.

Your new password must have a minimum of 10 characters and contain at least [three](#) of the following character types:

- lowercase letter
- uppercase letter
- number
- symbol

The screenshot shows a 'User Details' form with a 'Cancel' link at the top left. Below the header is a crest logo and a list of steps: Step 1. Log in with your existing details. Step 2. Choose the email address you wish to use for your login. Step 3. Verify your email address with a code. Step 4. Create a new password. The form displays 'E-mail address verified. You can continue now.' followed by an email address field containing 'ap.plicationdevelopmentsfauat@gmail.com'. Below this is a link: 'Click here to change the e-mail you wish to use'. There are two password input fields: 'New Password' and 'Confirm New Password'. At the bottom is a blue 'Create' button.

In the box with **New Password** please enter a new password following the minimum requirements.

In the box with **Confirm New Password** please re-enter the new password you chose in the first box.

Once you have done this click on

[Create](#)

This will then take you to the final part of this process.

Contact Details

Once signed in, you will be asked to update your personal contact information and the information for any roles you have with football teams, clubs, leagues, or associations.

In your **Personal Contact Details** please enter your postcode and click on **FIND ADDRESS** this will provide several addresses in your street, please click on the appropriate number in the street to confirm your address or if you do not know the address click on the link: [Click here if you do not know the postcode](#)

Please provide at least one **Telephone** or **Mobile Number** in the appropriate boxes, please note all account contact details are required to have at least one phone number.

Once you have completed this page, please click on **UPDATE PERSONAL CONTACT DETAILS**

Alan Sinclair - PERSONAL CONTACT DETAILS

Email Address
test1@gmail.com
Note: This email address is the one used for your login.

Postcode
 FIND ADDRESS
[Click here if you do not know the postcode](#)


Telephone Number

Mobile Number

UPDATE PERSONAL CONTACT DETAILS

In your **Organisation Contact Details** please update as appropriate by adding a second address, email address and phone number to be used for any correspondence/interaction regarding that organisation or tick the box for your personal contact details to be the same.

Alan Sinclair - ORGANISATION CONTACT DETAILS

 **Moray Girls and Ladies FC**

Roles at this organisation: Coach (Youth Team)

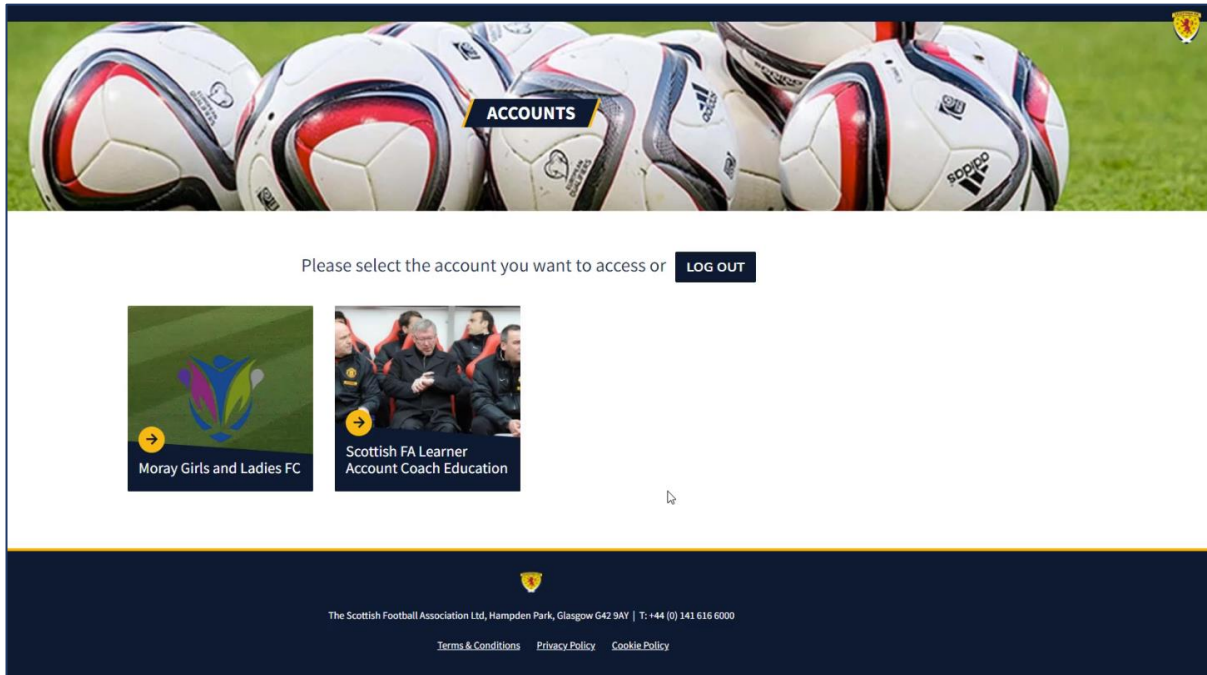
Same As Personal Details

UPDATE ORGANISATION CONTACT DETAILS

Account Access

Once complete, you will have access to all your accounts from one login.

Below is an example of user who is a coach at club and how this would look when they access their account following updating their account.



The screenshot shows a web interface for account access. At the top, there is a banner image of several soccer balls with a dark blue bar overlaid containing the word "ACCOUNTS" in white. Below the banner, the text "Please select the account you want to access or" is followed by a "LOG OUT" button. Two account options are presented as cards with a yellow arrow icon on the left: "Moray Girls and Ladies FC" and "Scottish FA Learner Account Coach Education". The bottom of the page features a dark blue footer with the Scottish Football Association logo, contact information, and links for "Terms & Conditions", "Privacy Policy", and "Cookie Policy".

ACCOUNTS

Please select the account you want to access or [LOG OUT](#)

Moray Girls and Ladies FC

Scottish FA Learner Account Coach Education

The Scottish Football Association Ltd, Hampden Park, Glasgow G42 9AY | T: +44 (0) 141 616 6000

[Terms & Conditions](#) [Privacy Policy](#) [Cookie Policy](#)

Account Already Updated

When you log back into your account for a period of time as users begin to update their accounts from **15 JUNE 2022** the landing page will remain same.

If you have updated your account, please click on  which will take you to the log in page for user who have updated their account.

LOG IN

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If this is your first time logging in since **14th June 2022**, click here to

[UPDATE YOUR ACCOUNT](#)

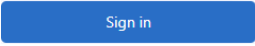
If you have already updated your account, click here to

[LOG IN](#)

What does this mean for me?

What do I need to do?

Help

On the log in page highlighted below please enter your **Email Address** and new **Password** and click on  to log in to your now updated account.

Please note this way of logging in will only work if you have updated your account.

