



**N.O.W.'s**  
the time for change

**How to access your MS Teams links on our secure website:**

1. Log on to [www.nowsthetimeforchange.com](http://www.nowsthetimeforchange.com)
2. On the top right hand-side on the main page, please click on the 'Sign in' button.
3. Add username (your email address) and your temporary password (we have emailed you your temporary password - we recommend you change your password as soon as you log-on for the first time) NB password are case sensitive to additional spaces and capital letters etc
4. Once logged on for the first time, please make sure you complete our Terms & Conditions and Accountability forms - these can be found on the main page of your dashboard or under the 'Forms' tab.
5. To access your session links, please click the 'My bookings' tab on the left hand-side.
6. Click under the relevant lotus flower for Clinical Aromatherapy/Adult/Young Person/Infant.
7. Under the correct date and time, press 'Access session' which will take you through to your MS Teams link. Please follow the instructions 'Continue on browser' and the coach will know you're waiting and let you into the meeting to start your session.
8. Please have your working journals with you to complete with your coach when you have your sessions. (You will find a viewable PDF copy on your dashboard next to the session link)
9. If you are unable to make one of your sessions, please notify the admin team/and or your coach as soon as you can and within 24 hours notice by using the 'miss session' button against the relevant week you are unable to make.

***Please note: 1 missed session without prior confirmation from you will result in all remaining sessions being canceled.***

Any further questions, please contact us on our freephone number: 03453 669755 or send us a message via your dashboard under 'My messages' tab.

Many thanks,

