

# How to log into TransactionDesk® without using GLVAR SingleSignOn

1. Go to [app.transactiondesk.com/login](http://app.transactiondesk.com/login) and log in to access your account using your TransactionDesk® login information.
  - a. If this is your first time logging in and you have never received your password through Instanet, you will need to proceed through the next few steps.
  - b. Start by clicking on “Forgot Password? Click Here”. See below.

A screenshot of the TransactionDesk Login form. It has a title bar "TransactionDesk Login". Below it are three input fields: "First Name:", "Last Name:", and "Password:". There is an orange "Login" button, a "Remember Me" checkbox, and a "Remember Password" checkbox. A red arrow points to the "Remember Password" checkbox. Below the checkboxes is the text "Forgot Password? [Click Here](#)". At the bottom, there is a link with a plus icon: "[Click here for the preflight system check.](#)".

2. Enter your email address and click “Retrieve Password”

A screenshot of the Retrieve Password form. It has a title bar "Retrieve Password". Below it is an "Email:" label followed by an input field. At the bottom, there are two orange buttons: "Retrieve Password" and "Cancel". A red arrow points to the "Retrieve Password" button.

3. You will receive an email which will take you through a few steps to reset your password.
4. Once the password has been reset you may now go back to Step 1 and log in to access your TransactionDesk® account