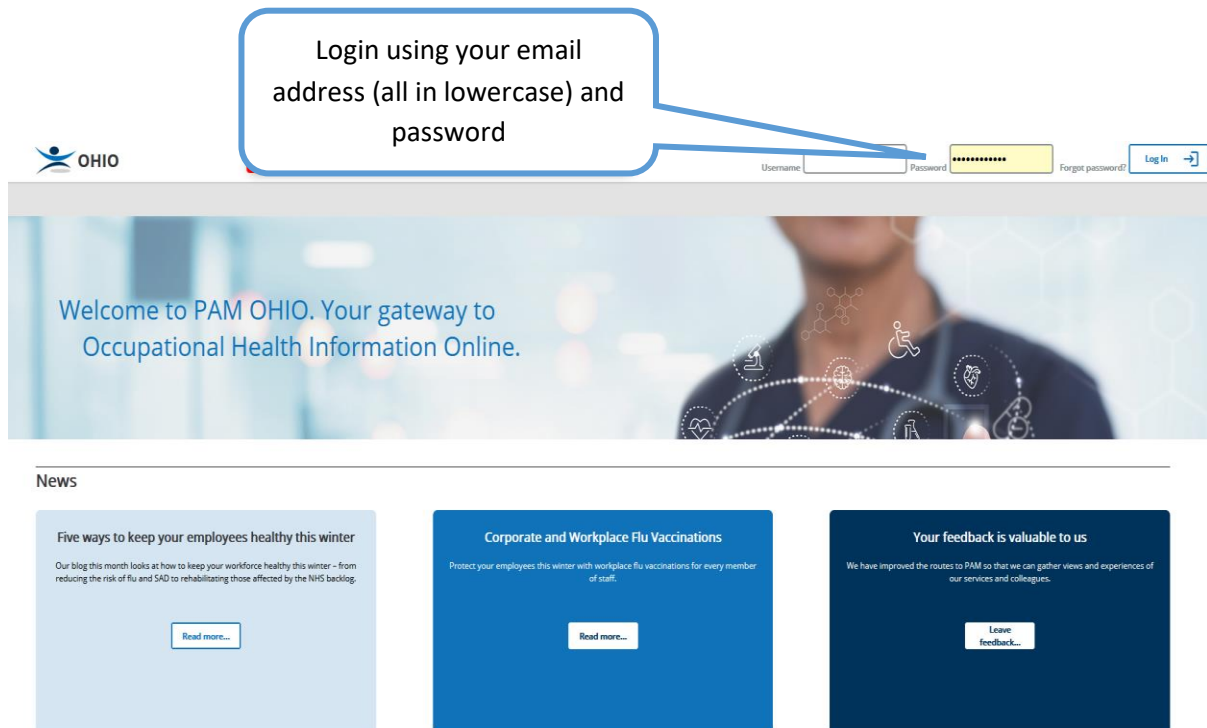# Accessing OHIO and how to log on

In this guide

OHIO is accessed on the web, address www.surface.ohiosystems.co.uk this will take you to the landing page below.

New users should have received their temporary password by email.

If you do not have a password or have forgotten it, click on "Forgot Password", enter your email address and click submit. The system will automatically generate a new one and email it to you.

TIP : When you first log in using a temporary password the system will allow you to change your password to one of your own choosing. This password must be a minimum of 8 characters, contain at least 1 capital letter and 1. There must be NO special characters such as @?% etc