

SOP 01 | Getting started

Activate your account and sign in

Activate the account provided by your manager and open your assigned work.

For Web and mobile · Administrator / Supervisor / Associate

Before you start Use your own invitation and the approved DK Valet Workforce installation.

Open Invitation email or Sign in

Step 1 Open your invitation

Open the activation link in the invitation email. Follow the password setup screen. If the link has expired or was cancelled, contact the person who invited you.

Step 2 Set your permanent password

Enter and confirm the password requested on screen. If you were issued a temporary password, complete the required permanent password change before opening work.

Step 3 Sign in

Open the Operations website or installed mobile app. Enter your work email and password, then select Sign in. Complete device unlock if prompted.

Step 4 Check your workspace

Associates use My work. Managers and supervisors use their available management workspace. Confirm the property before taking any action.

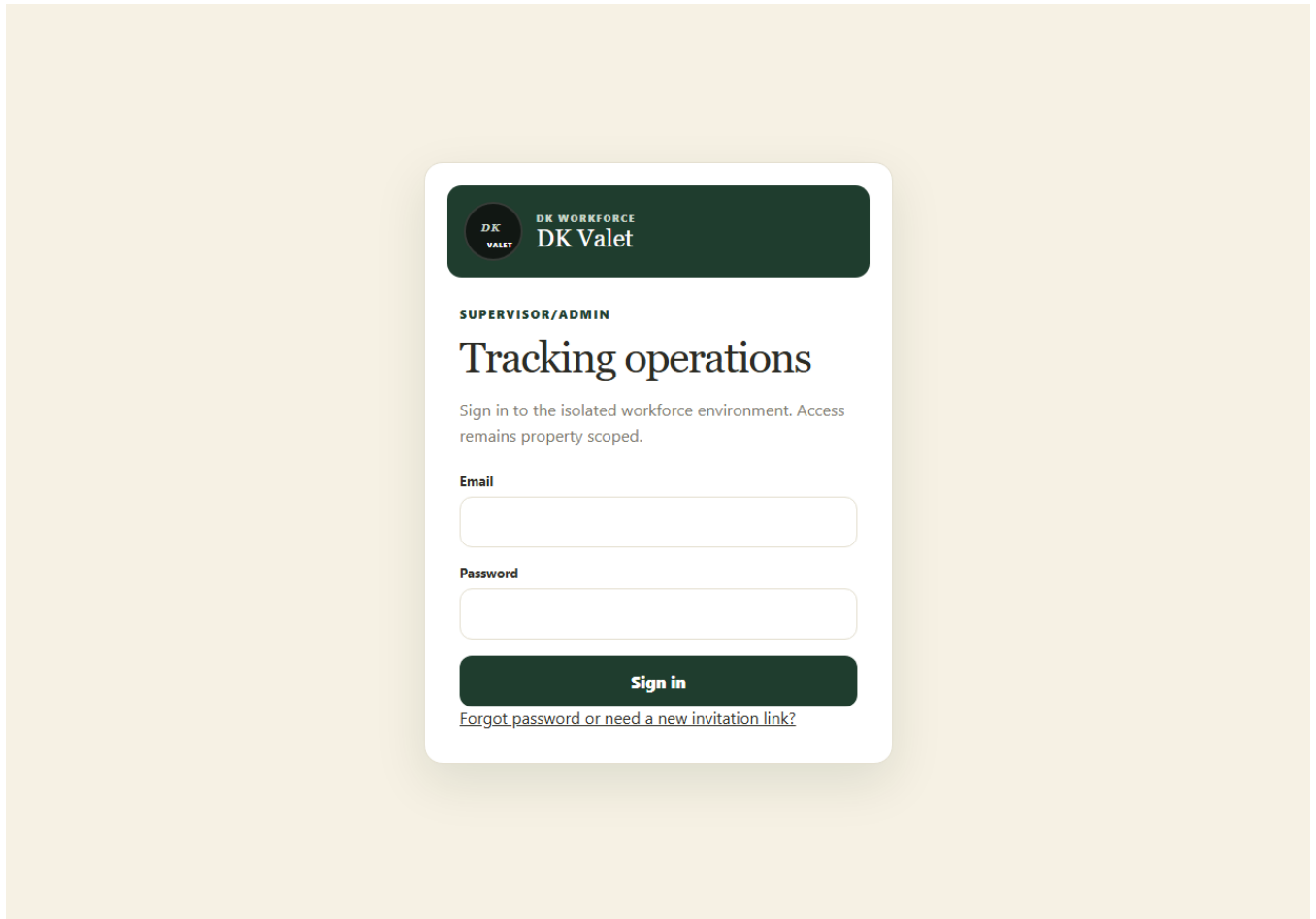
Check your result Your assigned workspace opens and your authorized properties are available.

If something goes wrong Missing properties need an access review by an administrator. Creating a second account will not fix access.

See the picture reference on the next page.

SOP 01 Picture reference

Activate your account and sign in



Step 3 · Sign in to the Operations website using your workforce account.
Application screenshot with training data.