

ViewPoint Log-In Guide

Technology Services

This guide is here to help you with the Log-In process to ViewPoint. It provides an overview of key features along with step-by-step instructions to improve your experience and efficiency.

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1. Introduction

Welcome to ViewPoint Log-In

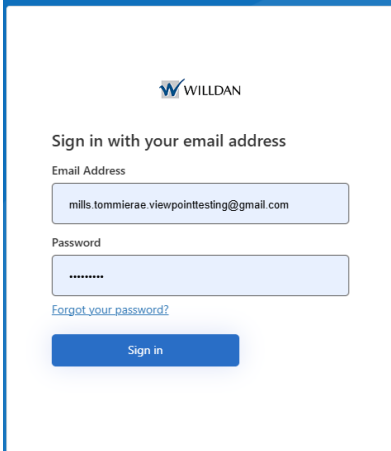
This guide provides a clear, step-by-step process to help you log-in to the platform quickly and easily. Whether you're a new user accessing your account for the first time or returning after some time away, this guide will walk you through each stage of the login process. Let's get started.

2. How to Log-In

To access ViewPoint, you must first have access to a ViewPoint account. If you do not have an account, please contact your Willdan Program Team representative for assistance.

2.1 - Accessing ViewPoint

1. Open your preferred browser.
2. Go to: <https://ladwp-landing.viewpointwilldan.com>
3. Log-in using your Willdan-issued credentials:



The screenshot shows the Willdan sign-in interface. At the top is the Willdan logo. Below it is the heading "Sign in with your email address". There are two input fields: "Email Address" containing "mills.tommierae.viewpointtesting@gmail.com" and "Password" containing "*****". A link for "Forgot your password?" is located below the password field. At the bottom is a blue "Sign in" button.

Figure 1 – How to Log-In ViewPoint Willdan Sign In

Complete your login process by following any additional prompts, such as Two-Factor Authentication.

3. How to Reset Password

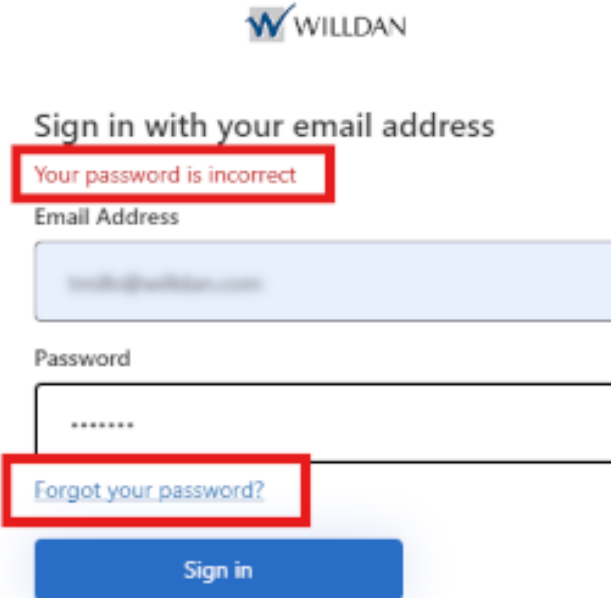
If you have forgotten your password, there is no need to be concerned. This section provides clear instructions to help you securely reset the password for your ViewPoint account and regain access quickly.

3.1 – Forgotten Password Reset

When following the instructions in [Section 2.1](#), if an incorrect password is entered, a warning notification will appear stating, “Your password is incorrect.” If you do not remember your password, follow the steps below to reset your password.

3.1.1 – Forgot your Password

Select the “Forgot your Password”



The screenshot shows the Willdan login interface. At the top is the Willdan logo. Below it is the heading "Sign in with your email address". A red box highlights the error message "Your password is incorrect". Below this are two input fields: "Email Address" (containing "willd@willdan.com") and "Password" (containing "*****"). A second red box highlights the link "Forgot your password?". At the bottom is a blue "Sign in" button.

Figure 2 – How to Reset Password – Forgot your Password

3.1.2 – Request Verification Code

1. Enter email then click “Send verification code”

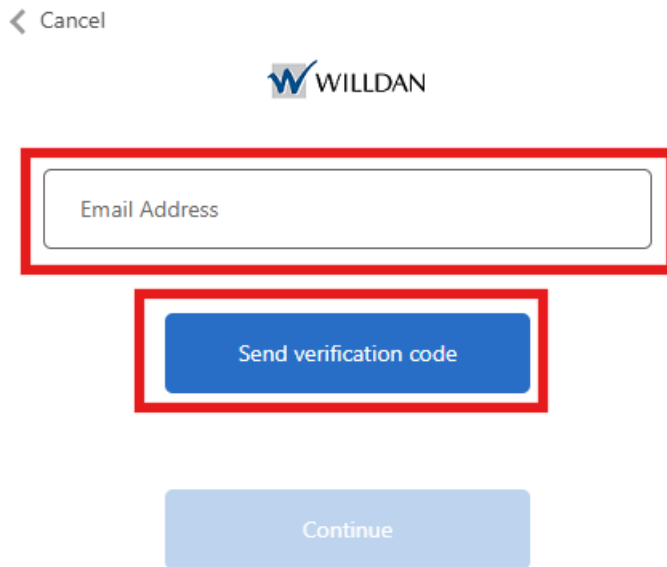


Figure 3 – How to Reset Password – Send Verification Code

3.1.3 – Retrieve Verification Code

Retrieve verification code from email. Search email for subject line “viewpointweb account email verification code”. Copy the verification code inside the email.

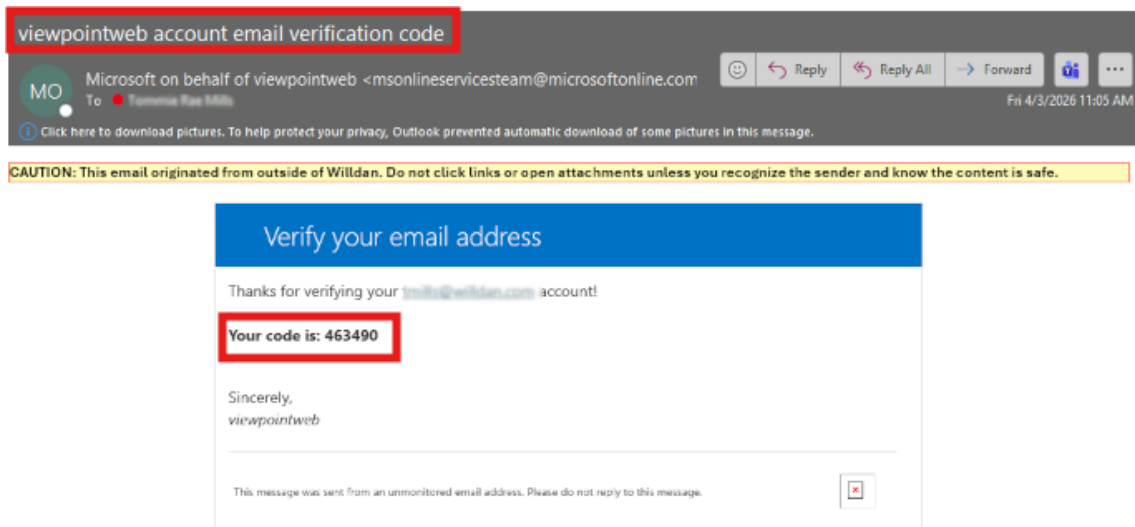


Figure 4 – How to Reset Password – Retrieve verification code from email

3.1.4 – Enter Verification Code

1. Return to ViewPoint log-in screen and enter verification code.



Figure 4 – How to Reset Password – Retrieve verification code from email

2. Note that if too much time has elapsed since the initial request to send a verification code, a warning will appear when the code is entered stating, “The code has expired.” If this occurs, select “Send new code” and follow Steps [3.1.2](#) and [3.1.3](#) again.



Figure 5 – How to Reset Password – Verification code timed out

3. Successful entry of the verification code will provide notification "email address verified. You can now continue" Select continue.

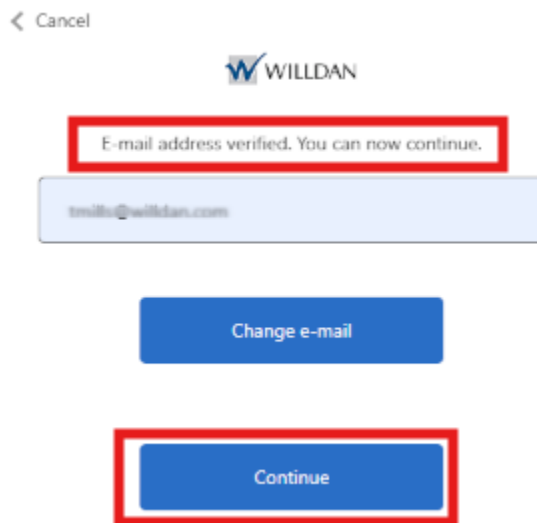


Figure 6 – How to Reset Password – Successful entry of Verification code

3.1.4 – Enter New Password

1. Enter a new password and confirm new password then select continue.

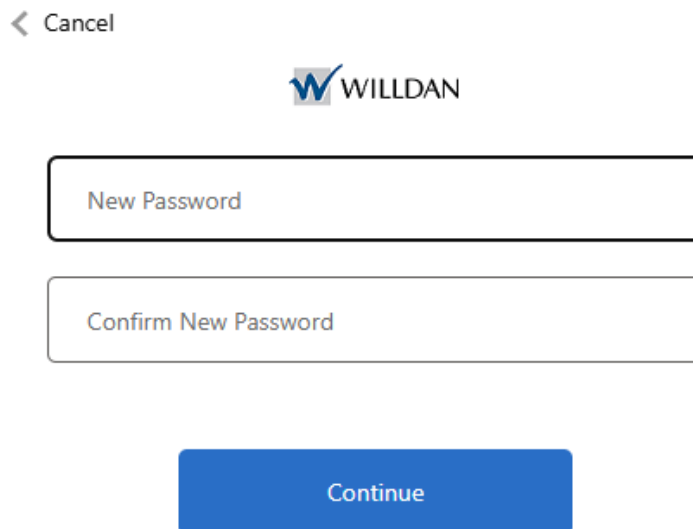


Figure 7 – How to Reset Password – enter & confirm new password

2. After entering new password and selecting continue, you will now be entered into your ViewPoint account.

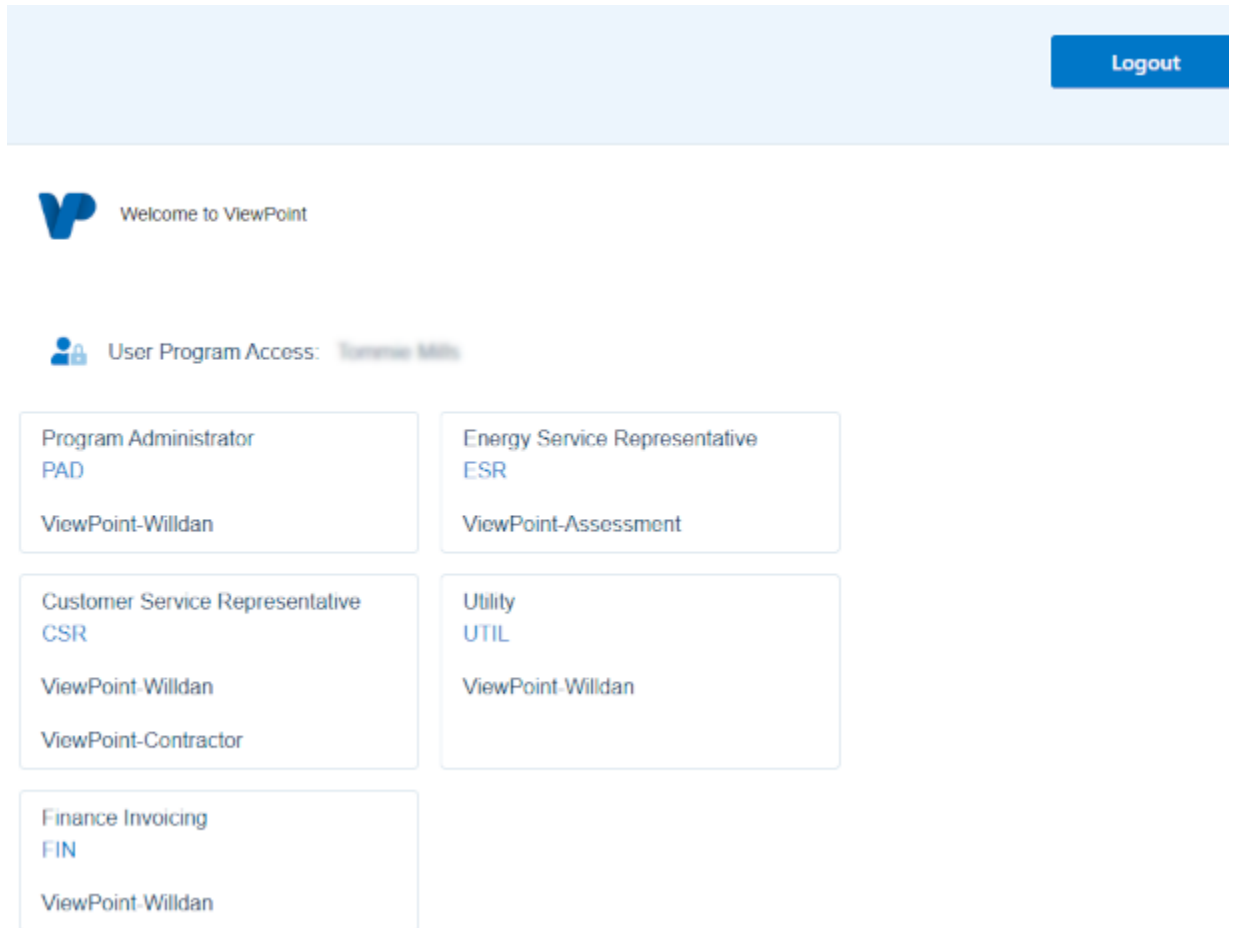


Figure 8 – How to Reset Password – successful password reset access to ViewPoint Account.

4. Conclusion

Our goal is to enhance your experience and streamline your workflow.

To contact Willdan support regarding the ViewPoint Log-In Guide send an email to:

WES-technology-Operations@willdan.com and helpdesk@willdan.com

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