

The Smart Cube

Hot Seat Booking Login with InstaSafe - Guide

Document Details

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Purpose

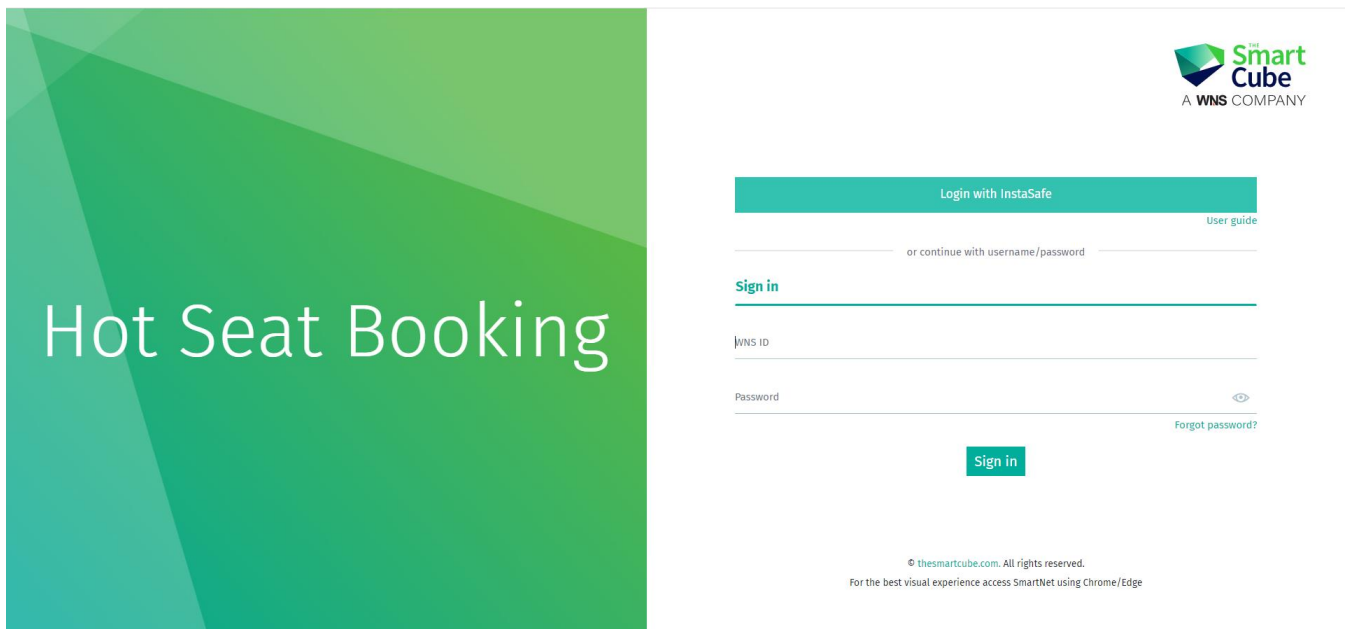
- Purpose of this document is to provide users with the steps to Sign in to the “Hot Seat Booking” via InstaSafe.

Steps

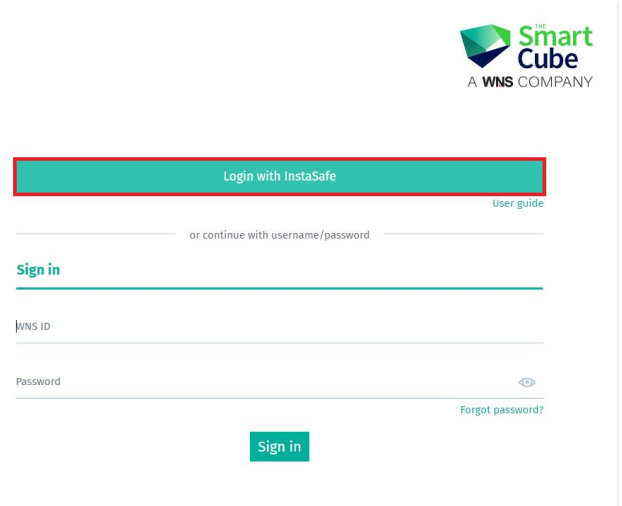
- The following steps should be followed in order to login in HSB via InstaSafe: -

Steps to be performed by the User

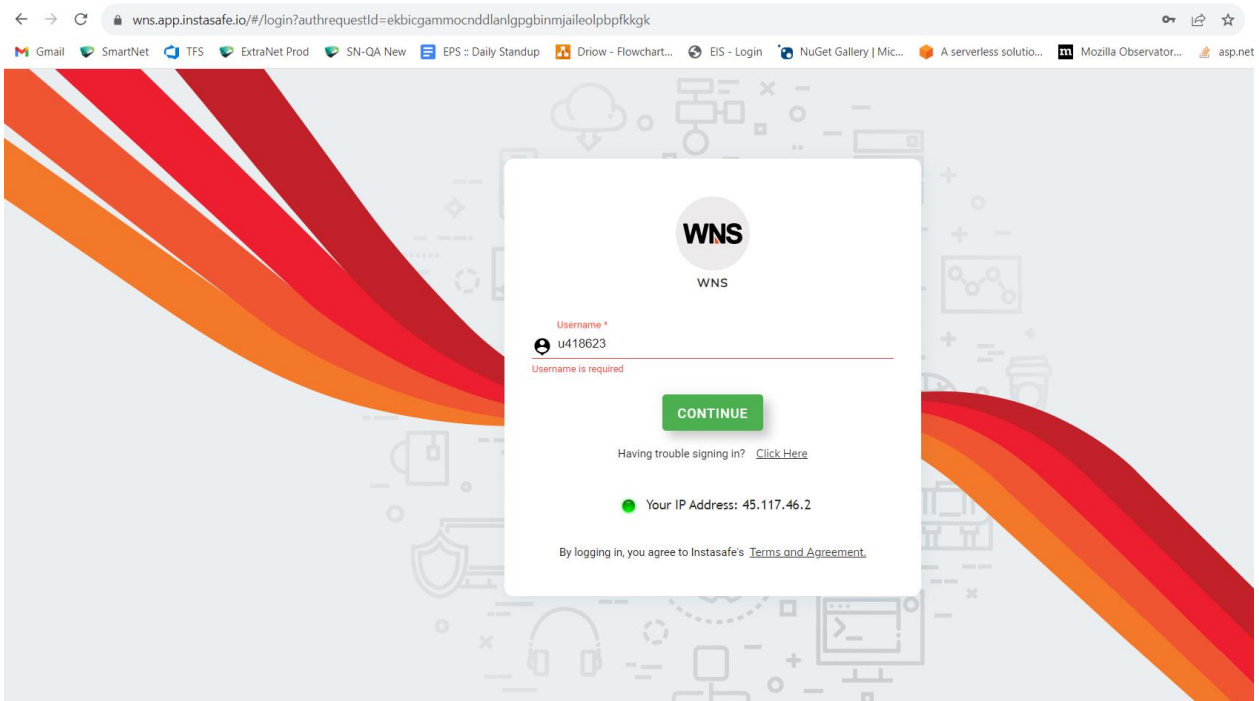
1. Access SN as existing URL (<https://sbs.thesmartcube.com/>) or via SmartNet



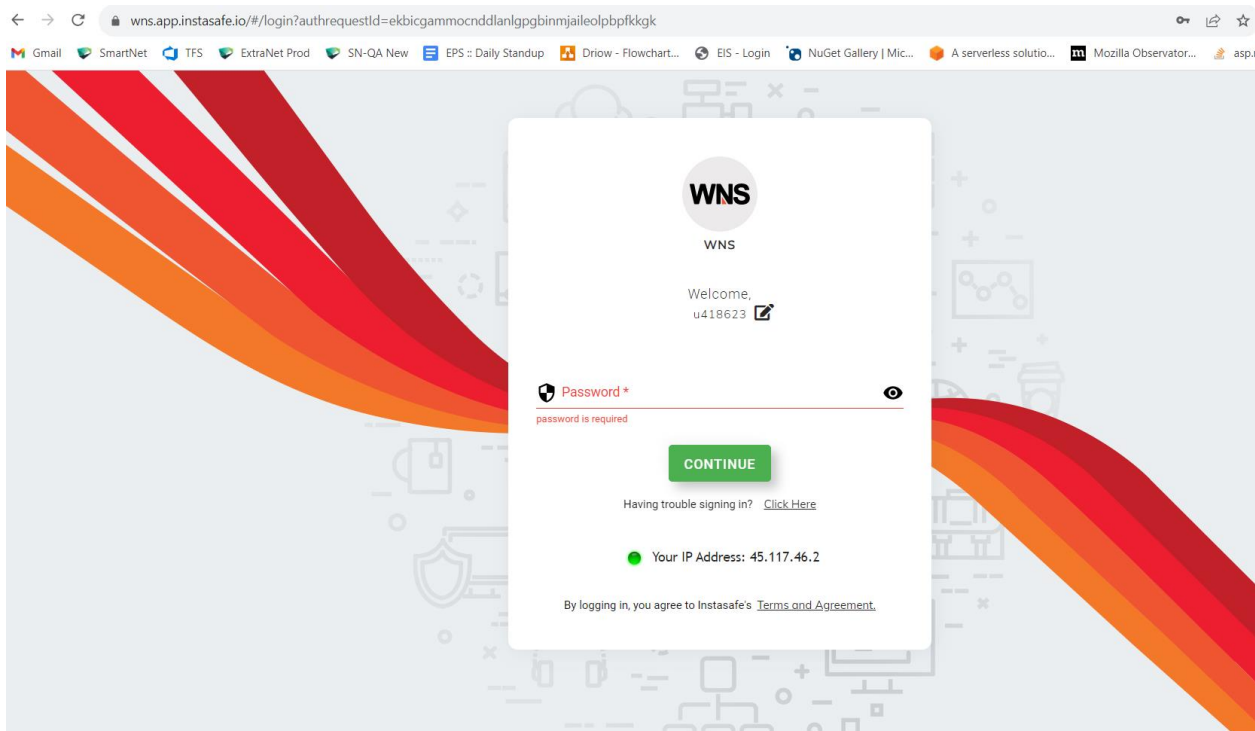
2. User clicks on the "Login with InstaSafe" button instead of entering the credentials to login into HSB via InstaSafe. (Highlighted below)



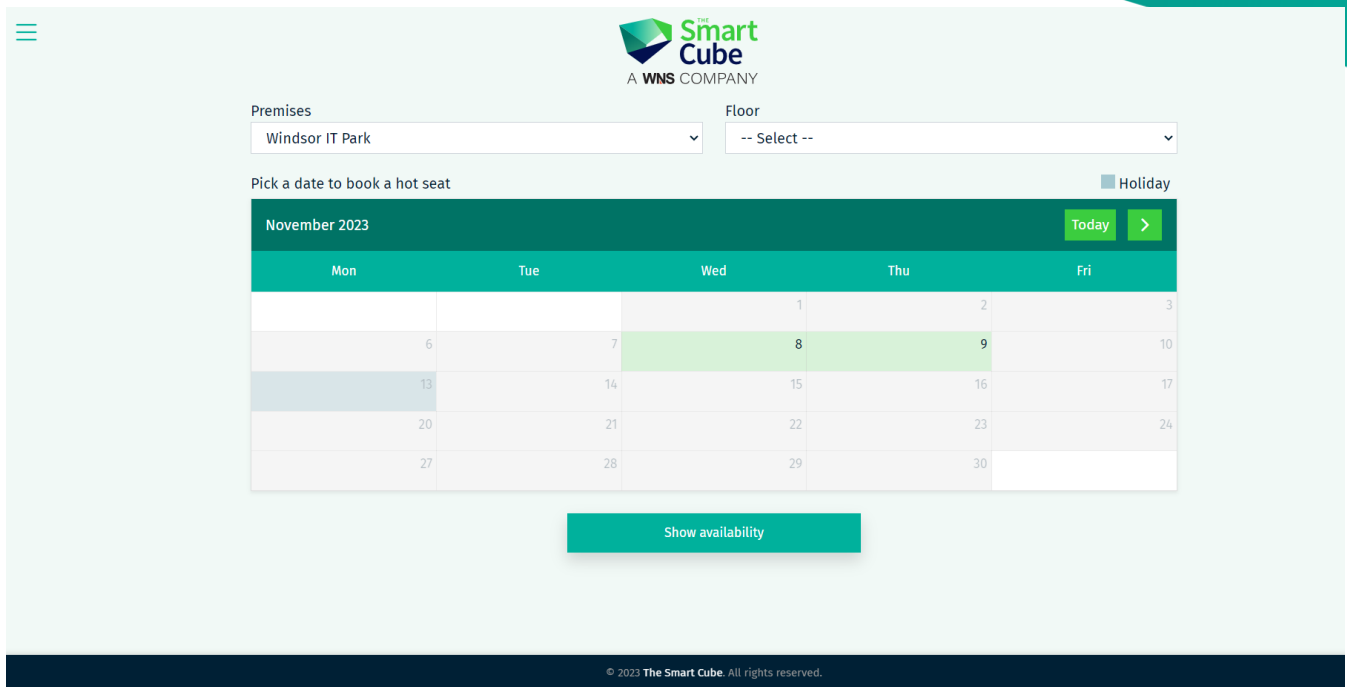
3. User will be navigated to "InstaSafe" login screen, once clicked on "Login with InstaSafe" button. User to enter the UID (WnsID) and click on Continue.



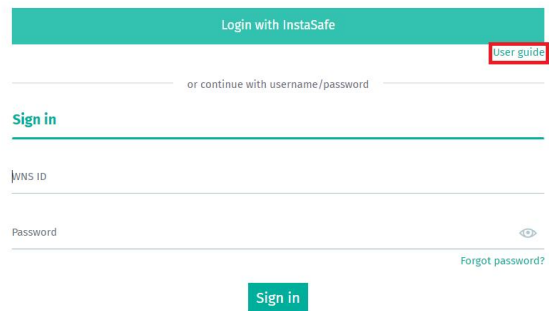
4. Post entering UID >> continue button, user will get the next screen to enter the InstaSafe password. (This will not be the AD password)



5. Once the user enters the valid password and clicks on Continue, they will be redirected to the next InstaSafe screen to enter the OTP shared over SMS and WNS email accounts. This will be applicable only when the user is not inside the TSC network (in case of WFH and connected over VPN and using an old TSC image laptop). If the user is working from the office and using a new WNS image laptop, then no OTP will be sent via InstaSafe, and the user will be redirected to the HSB landing page.



- 6. Also, we have added the user guide on Hot Seat Booking login page which can be used to successfully login on HSB via InstaSafe.



- 7. Please refer to the below link in case user need to perform "Password Reset" for InstaSafe.
<https://resetpassword.wns.com/>
<https://resetpassword.wns.com/>



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