

CLEARCAST

library

Login Quick Guide

20/05/2022

Create A New Account

If your agency is new to Clearcast, you will need to register the company before we do anything else.

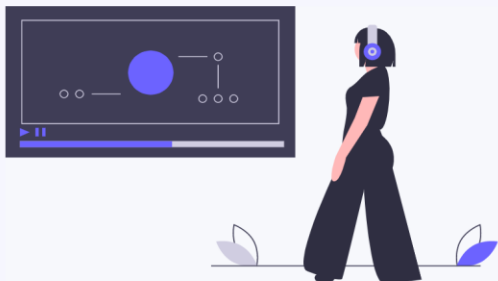
- Register via the Clearcast website. <https://clearcast.co.uk/what-we-do/new-clearcast/register/>
- A senior person with the appropriate level of authority (i.e MD, FD, Director, etc) will need to complete the mandatory fields and submit. This person will have authority to appoint 'Super Users' later who will have administrative power (eg to submit material for clearing, make changes, view updates, etc.)
- Once the form is complete, submit it, which will create a support ticket for the Operations team to review.
- When we have the ticket, our team will send you confirmation along with terms and conditions via email for you to agree to, usually within one working day.
- These T&C's are digital and so can be completed via any computer or most mobile devices. There will also be a section here where you can nominate the aforementioned Super Users.
- Once we have the T&Cs and your appointed super users back, we can set up your agency on our system, and you and your super users now have access to Clearcast support and features. You will be appointed an exec who will be able to answer any questions or provide any guidance you might require.
- If you have any questions, our helpdesk is here to help. Contact us via 020 7339 4700 or help@clearcast.co.uk.

Self-Registration

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Welcome to The Clearcast Library

Partners in advertising from script to screen.



Once your company or agency has registered, you can create your own user account via The Library log-in page.

Sign in

Email

Password

Sign in

Remember me

[Forgotten password](#)

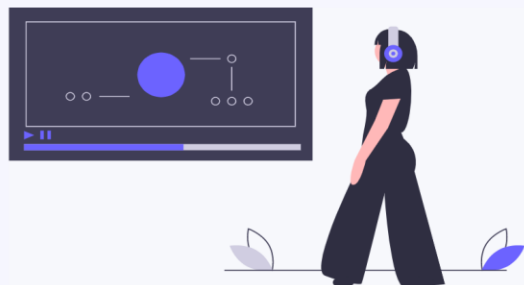
Don't have an account? [Create a new account](#)

Click here to create your account for the first time.

Create A New Account

CLEARCAST**Welcome to The Clearcast Library**

Partners in advertising from script to screen.



Fill in all the fields. Make sure you use your agency email or the email address you will be using for Clearcast.

Choose a secure password!

Create an account

First name

Last name

Email

Password

8 characters minimum

Password confirmation

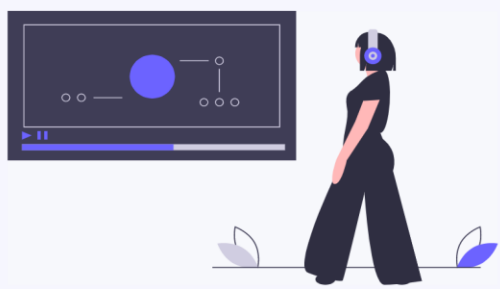
RegisterAlready have an account? [Sign in](#)

Login

CLEARCAST

Welcome to The Clearcast Library

Partners in advertising from script to screen.



Please enter your password here.

If you select this, The Library will remember you for 30 days.

Please enter your email address here.

Sign in

Email
mark_test_exec2@clearcast.co.uk

Password
.....

Sign in

Remember me [Forgotten password](#)

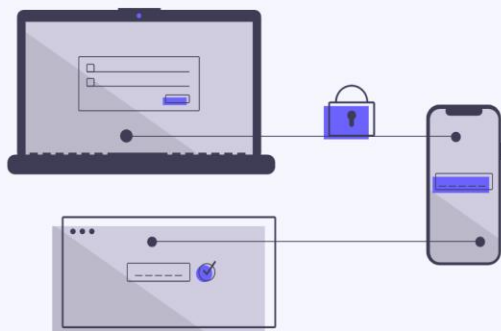
[Don't have an account? Create a new account](#)

MFA Process

CLEARCAST

Multi-factor authentication

Clearcast Library uses multi-factor authentication for improved security.



You will need to download a Multi-Factor Authentication app on your mobile device for security purposes.

If you need help with your MFA, please contact us!

Please enter your MFA code here. It will be 6 numbers long with no spaces.

Verification

Enter the code from your MFA app to verify your identity.

Code

Dashboard

Dashboard

mark_test_agency@clearcast.co.uk | 🔔

Quickly create a new campaign here.

[Create new campaign +](#)

Welcome back, Mark TEST!

From here you can navigate to your materials to check on their progress or status.

Welcome to your dashboard!

View a summary here of your teams here, whether including internal or external collaborators.

Materials Summary [View all](#)

- QC failed: 2 (5.6%)
- Awaiting upload: 16 (44.4%)
- Performing QC: 4 (11.1%)
- Complete: 14 (38.9%)

Material ID	Status
ABC/AFTV004/049	Awaiting upload
ABC/AFTV003/030	Complete
ABC/AFTV002/030	Performing QC

Password Reset

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Welcome to The Clearcast Library

Partners in advertising from script to screen.



If you ever need to reset your password, make sure you are firstly logged out of The Library. Then, go to log-in and click on Forgotten password.

Sign in

Email

mark_test_exec2@clearcast.co.uk

Password

.....

Sign in

Remember me

[Forgotten password](#)

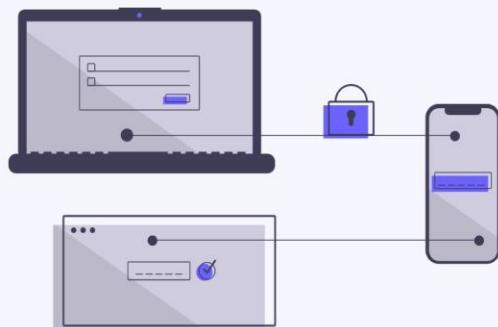
Don't have an account? [Create a new account](#)

Password Reset

CLEARCAST

Multi-factor authentication

Clearcast Library uses multi-factor authentication for improved security.



Please enter your email address here. A forgot password email will be sent to your inbox. Please allow 5 minutes for it to arrive, and don't forget to check your junk box!

Forgotten password

Type in your email address below and we'll send you an email with instructions on how to create a new password

Email

Reset Password

Don't have an account? [Create a new account](#)

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