CREATING YOUR G8 EDUCATION ACCOUNT FOR EXISTING G8 EDUCATION SUPPLIERS

1 Click on the Link in the Invitation Email from G8 Education.

2 Fill out this form.

3 **Close this next page** as you don't need to create a profile for Coupa. Click the X in the top right corner to close this page.
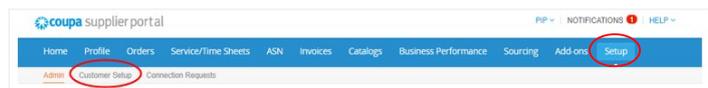
4 Select **Setup**

5 Select **Start**
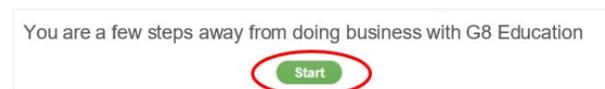
6 **Complete the required fields** and select **Next.**

NOTE
If this box pops up close it by clicking on the X (you don't need to create a public profile for G8)
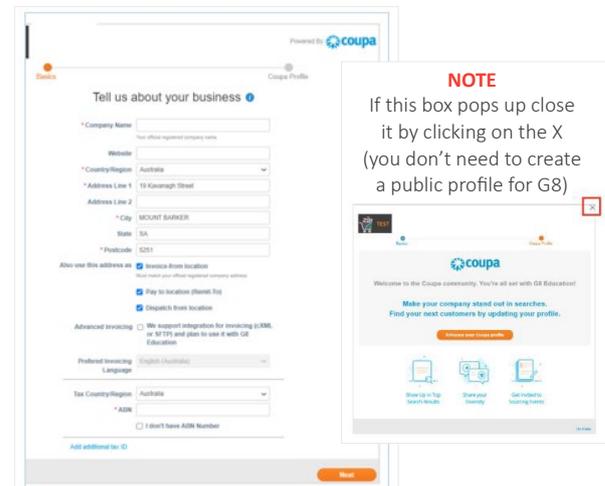
7 You are now Setup!

A Two-factor authentication (2FA) prompt may be presented to every supplier when first logging into the CSP, and to existing suppliers who haven't yet set-up this function. It is an optional feature that can be closed by clicking the 'x' or 'Cancel' button.

To set up this feature, please refer to the **Two-Factor Authentication Quick Reference Guide.**