

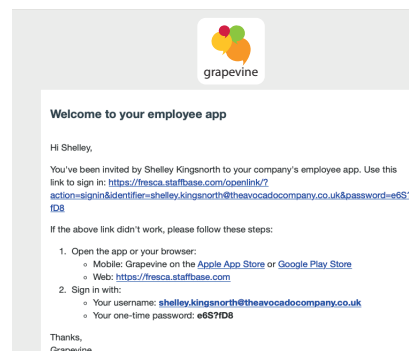
For all the **latest news**, get the **grapevine app** on your mobile.



How to sign up to grapevine

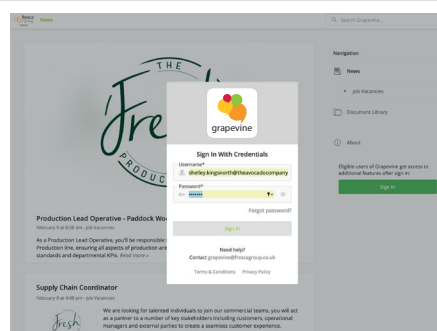
1

You will receive an email invitation to sign up to Grapevine. If you don't have your email, please contact your local HR team, or Grapevine champion who can re-send it to you.



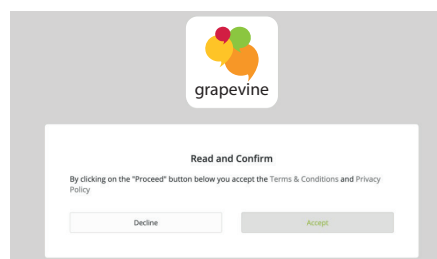
2

After clicking on the link (on desktop or mobile) you will be redirected to this page which will be auto-populated with your email address and a random password. Click **"Sign in"**



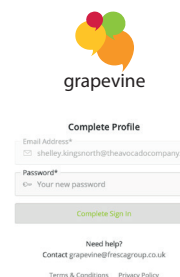
3

You will then receive a pop up notice to accept the terms and conditions and privacy policy. **You must click Accept to continue.**



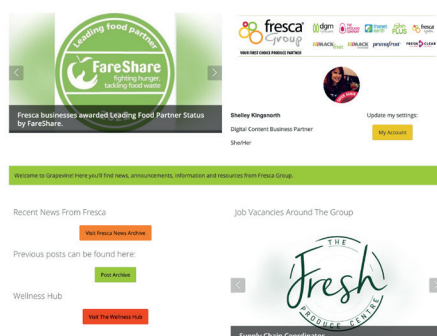
4

Once you have done this, you will then be re-directed to a page to create your own log in. Please use your work email address where applicable and set your own password. Once done, click **"Complete sign up"**.



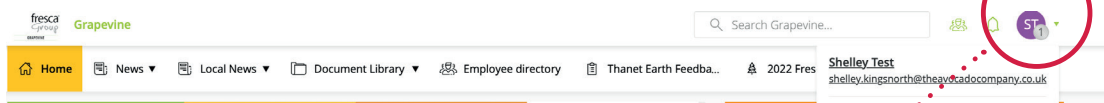
5

You're all set up! This will take you to your site's homepage.



Update your info

1



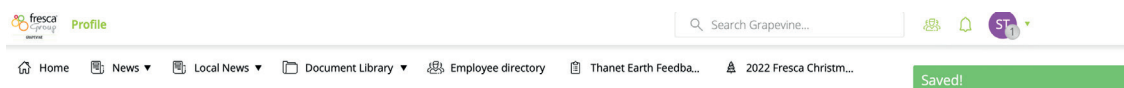
Once logged in, go to the top right of your screen and click your avatar or name initials, and then click again on your name at the top of the screen:

2

You will then be greeted with this screen, where you can free type your preferences to set up your account:

3

Once complete, click **"Save Profile"**. A green bar will shoot across the right of the screen to confirm its been saved. Then navigate to **"Home"** at the top of the menu bar to use Grapevine.



You can access your account at any time, by clicking the initials circle or your photo.

Any issues, please get in touch with your local HR Team or Grapevine admin.

To add the grapevine app to your phone, scan the code:

