

# Welcome email, set password, and log out of Web Manuals

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You will get a welcome email from Web Manuals sent to your school email. It looks like this:

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Dear Buzz Lightyear,

Welcome to **Web Manuals** - your online source for Company publications.

The main purpose of the Web Manuals system is to ensure that all employees and subcontractors will receive information in a timely manner in a user-friendly environment.

An account has been created for you which will provide you with access to <https://dbg.webmanuals.aero> (save bookmark the link for easy access).

Username: [dbqaviation@gmail.com](mailto:dbqaviation@gmail.com)

Set your password by using this [link](#)

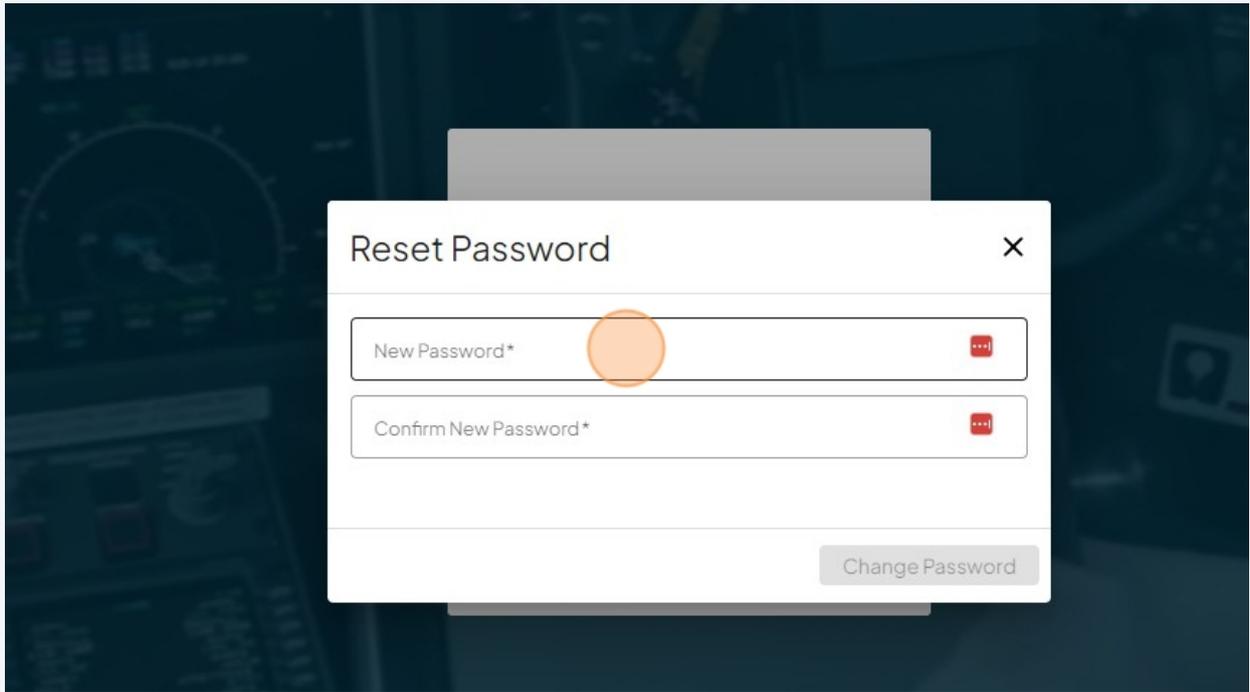
For system support or queries, contact your Web Manuals Project Manager

Alternatively, you can also check the following link to the Web Manuals User Guide: <https://support.webmanuals.aero/hc/en-us>

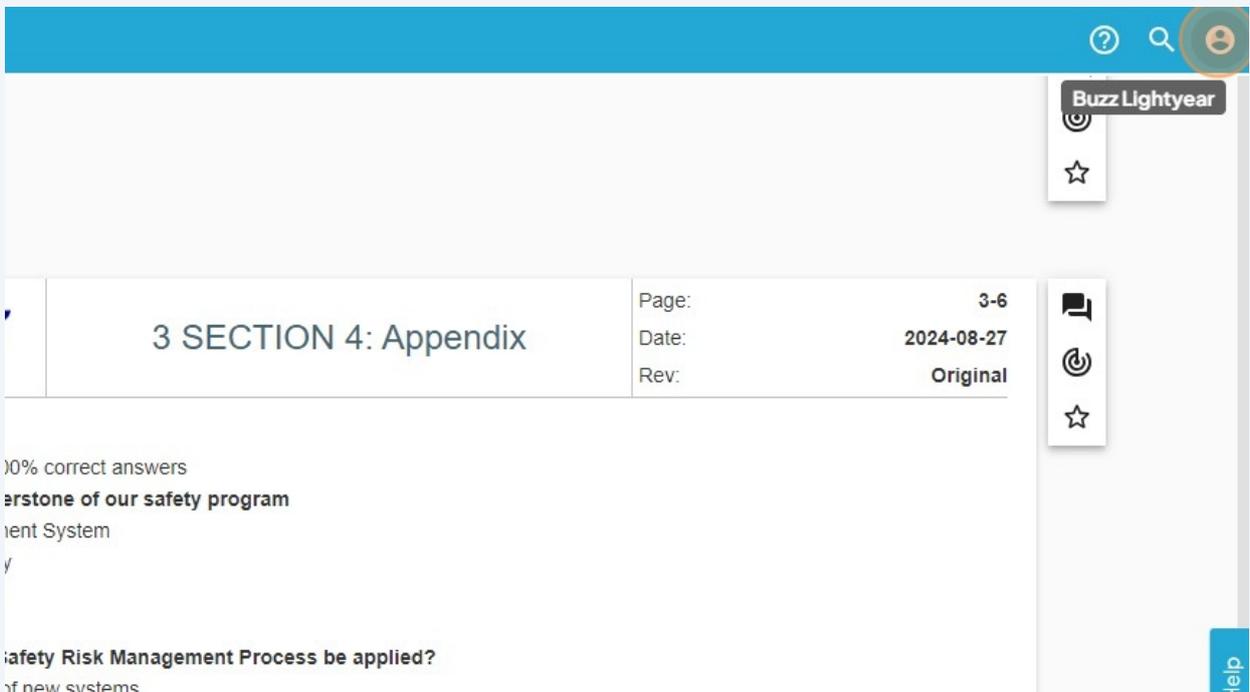
Best Regards  
University of Dubuque

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2 Set your new password-DON'T FORGET TO SAVE YOUR PASSWORD!



3 How to log out: click the icon on top right-hand corner



4 Click "Logout"

