Logging in to the Office System

Here are the steps for logging into the Ankota system.

1.) Type in the URL: Ankota.net

2.) Once there, enter in the following information:

- User Name: <your preference> (some agencies use emails while other use first initial + last name)
- Password: <your password>(we set a default password and make users change it the first time)
- Organization: <your organization code>

3.) After you log in for the first time you will be prompted to change your password. Please follow these steps:

1. Enter your old password.

2. Set and confirm new password.

3. Save Password.

After setting your password you can also set a security question with an answer. Complete the fields and click Save.