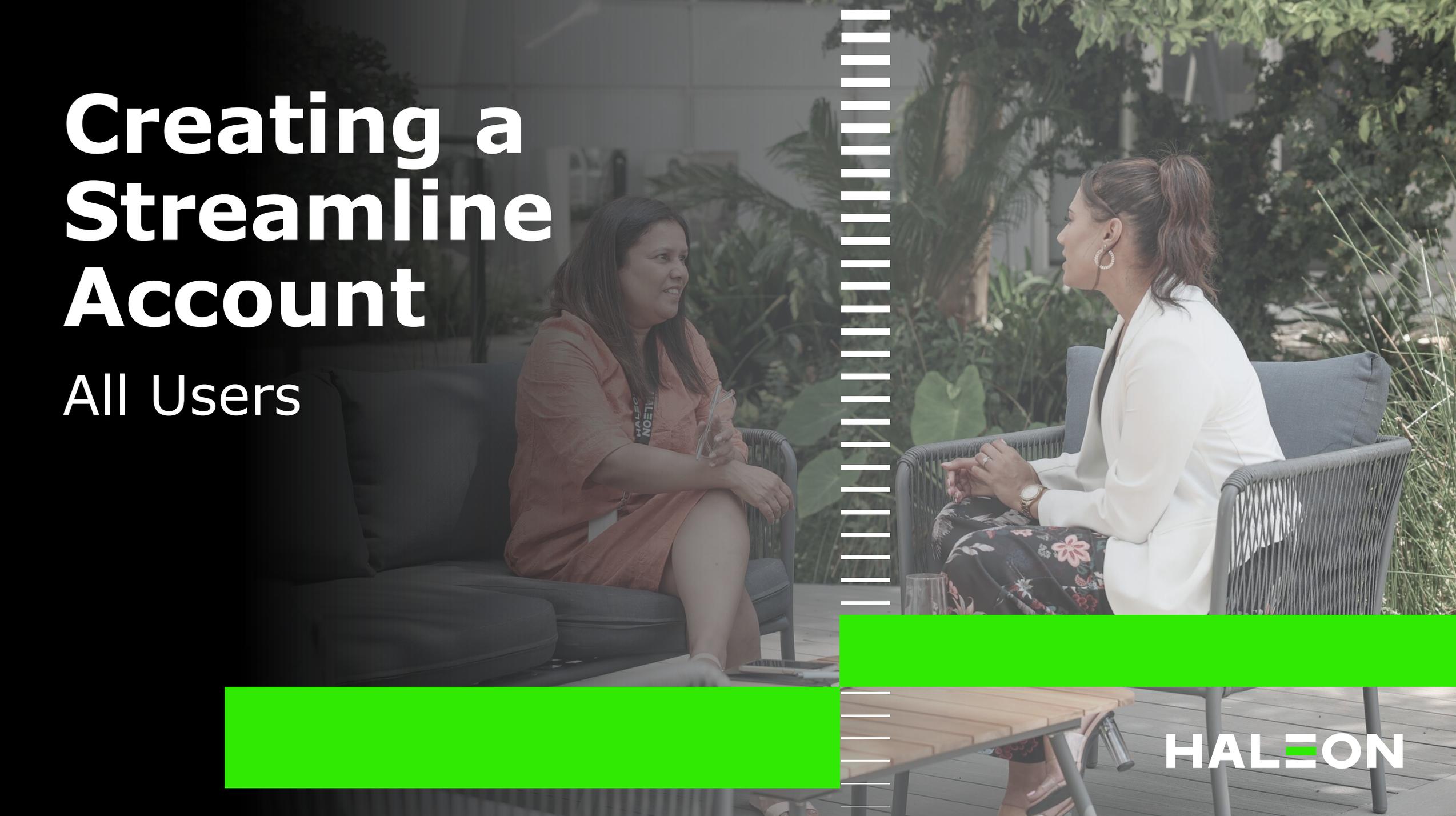
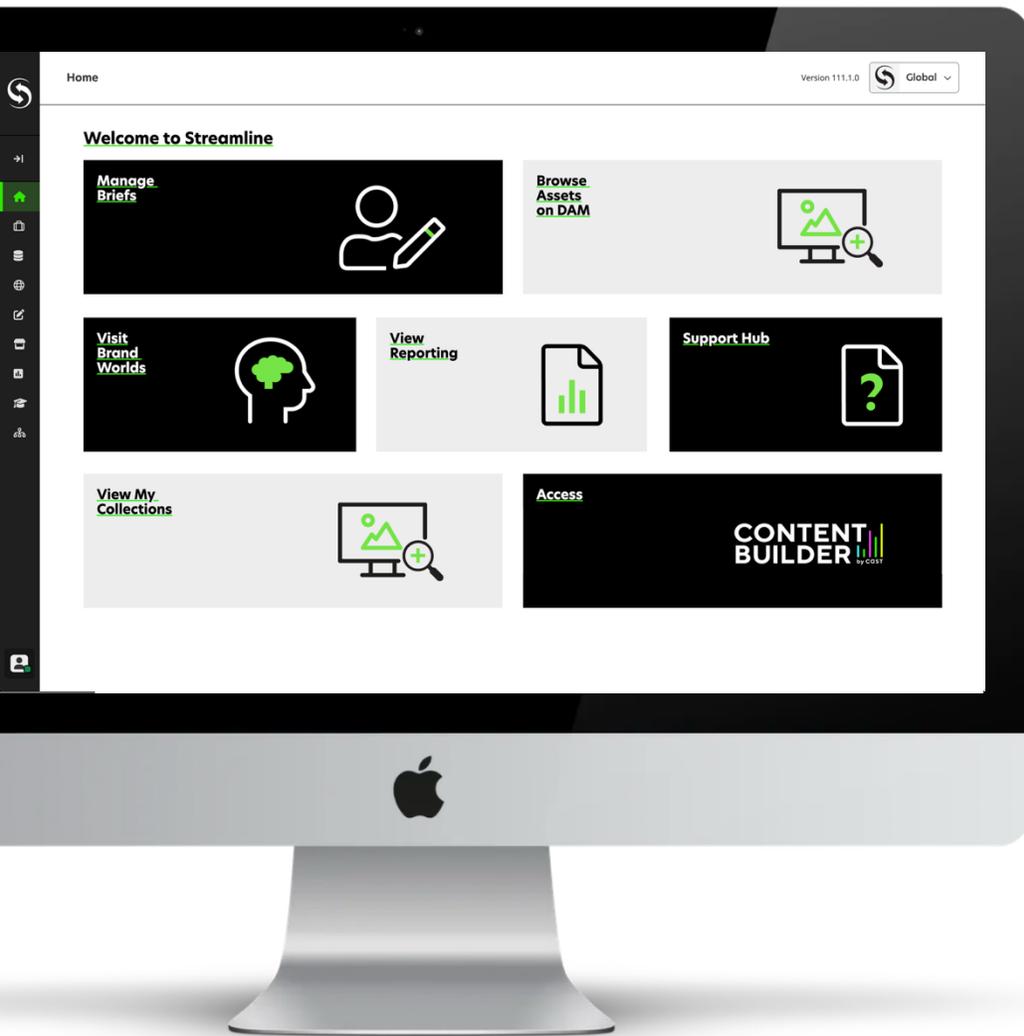


Creating a Streamline Account

All Users

A photograph of two women sitting on a patio, engaged in conversation. The woman on the left is wearing an orange top and has her hands clasped. The woman on the right is wearing a white blazer and a floral skirt. They are sitting on dark wicker chairs with blue cushions. In the background, there are lush green plants and a building. A vertical dashed line is positioned between the two women. There are two solid green rectangular bars: one at the bottom left and one at the bottom right, partially overlapping the patio table.

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What's in this guide?

This user guide will take you through the process of registering for a Streamline account and logging in for the first time.

The following key areas are covered within this guide, and you can click on a section to be taken directly to that page.

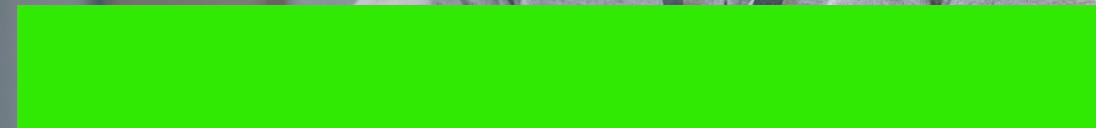
[Section 1. Account Set Up](#)

[Section 2. Logging In](#)

If you need any further help or support, please contact the support team at streamline@inspiredthinking.group

01.

Account Set Up



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Account Set Up

Locating the Registration Page

In order to request an account within the Streamline platform you will be required to register by completing the required information fields.

1. Head to the Streamline platform

<https://streamline.itgcanopy.com/> and click on the **Create an account** link.

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Login

If you are a Haleon user

Login via MUD ID

If you haven't logged in for over 90+ days, your account may have been automatically disabled. If your login attempt simply reloads this page without an error message, this is likely the reason. Please contact streamline@inspiredthinking.group to request reactivation.

If you are a non-Haleon user, please enter your details below

Email Address

Password

Login [Reset password](#)

Use of this site is subject to [terms and conditions](#).

Register

You can register for a new account by completing the registration form.

If your registration is successful you will receive an email notification.

Click the button below to register for access to this system.

[User Registration Guide PDF](#)

1 Create an account

Account Set Up

Account Details

The first step is to add your details to the registration form.

1. Complete the Account Details by adding your name, email address and create a password of your choice.

Note: Please ensure that you only use a business e-mail account to register for Streamline access, personal e-mail accounts e.g. Gmail, are not permitted in Streamline. Also, when subsequently registering for Streamline live training please ensure that you use the same e-mail account that you have registered for Streamline with. Otherwise, we may not be able to reconcile your training against the registration which can lead to delays in the creation of your Streamline account.

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Account Details

Forename

Surname

Business email only

Password

Select an option...

Back to login

Select the Streamline modules you require access to

Streamline Briefing

Streamline DAM & Brand Worlds

Streamline Marketplace

[User Registration Guide PDF](#)

Register

Account Set Up

Selecting your User Role

It is important that you select the correct User role as this will determine how your account is set up. Once you have selected your role, further options will appear.

1. If you are a Haleon user please detail which market(s) you will operate in.
2. If you are a CaST user please detail which market(s) you will operate in and what your role is, this is particularly important when you will be handling briefs in Streamline.
3. If you are a Creative Agency user (all agencies other than CaST) please ensure that you let us have the full Haleon e-mail address, in the **Haleon contact (for approval)** field, of a suitable person at Haleon who can approve your access. This is usually a Brand Manager. We will not be able to set-up your Streamline account without this approval.

CAST Powered by streamline

Account Details

Forename

Surname

Business email only

Password

Haleon

Market(s)

Back to login

Register

Select the Streamline modules you require access to

Direct DAM Upload (Non-CaST)

Streamline Briefing

Streamline DAM & Brand Worlds

Streamline Marketplace

Account Details

Forename

Surname

Business email only

Password

CaST

Market(s)

Team / Role (e.g. Service Layer team, Production planner)

Back to login

Register

Select the Streamline modules you require access to

Direct DAM Upload (Non-CaST)

Streamline Briefing

Streamline DAM & Brand Worlds

Streamline Marketplace

Account Details

Forename

Surname

Business email only

Password

Creative Agency

Market(s)

Haleon contact (for approval)

Back to login

Register

Select the Streamline modules you require access to

Direct DAM Upload (Non-CaST)

Streamline Briefing

Streamline DAM & Brand Worlds

Streamline Marketplace

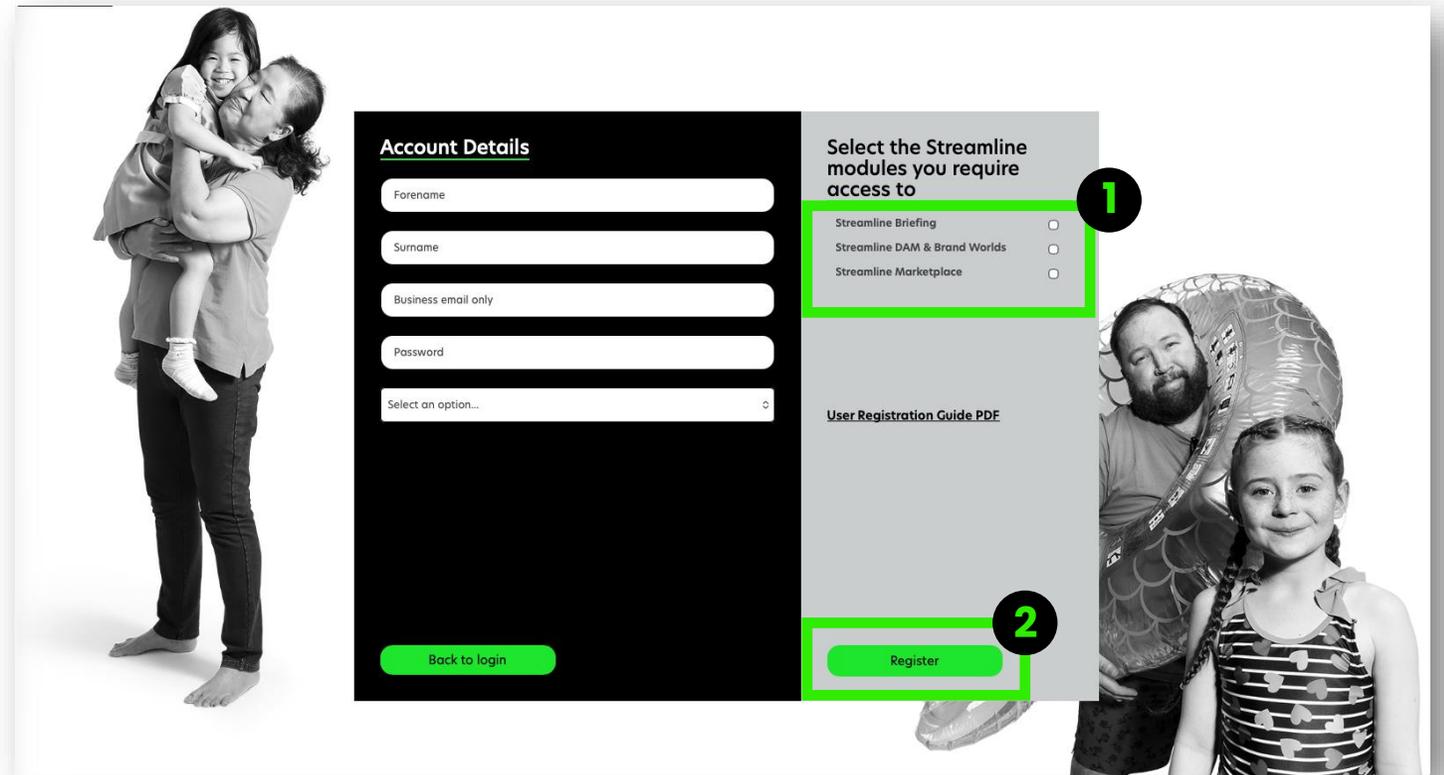
Account Set Up

Module Access

You will now need to select the modules you require access to – if you are unsure which modules you require, please check with your line manager.

1. Select the modules you require access to – if you will be involved in creating asset brief requests or you will be handling these requests as part of the CaST team, select the briefing module. For access to all approved Haleon assets, choose the DAM & Brand Worlds option.

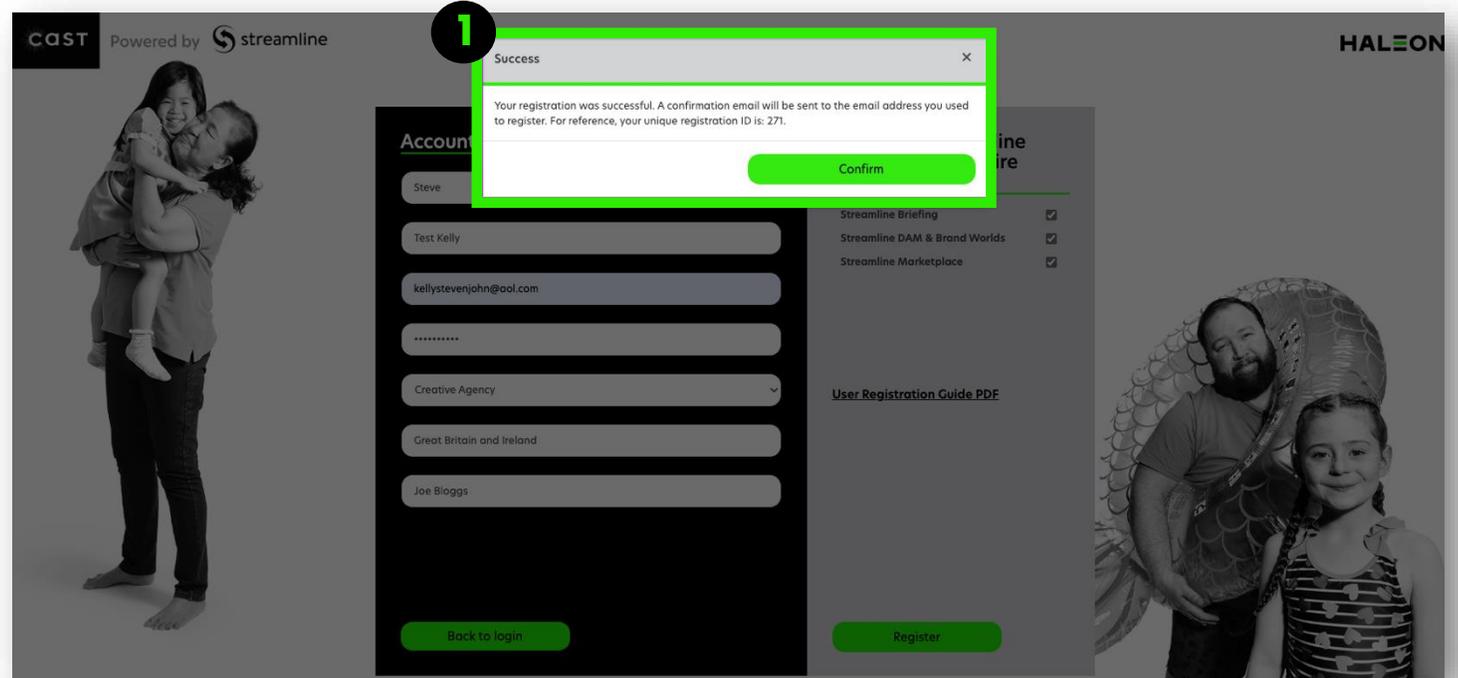
2. Once you have selected the relevant modules click on **Register**.



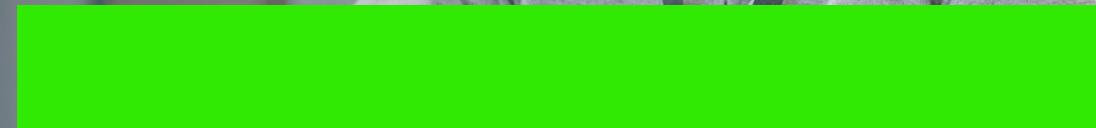
Role	Module	Description
CaST	Streamline Briefing	Select this module if you will be managing briefs submitted by Brand Managers and/or Creative Agencies.
	Streamline DAM	Select this module if you require access to finalised, content approved assets.
Creative Agencies	Streamline Briefing	Select this option if you will be creating briefs on behalf of Brand Managers.
	Streamline DAM	Select this module if you require access to finalised, content approved assets.
Haleon	Streamline Briefing	Select this module if you will be creating briefs.
	Streamline DAM	Select this module if you require access to finalised, content approved assets.

Account Set Up Registration Complete

1. Once you have completed the registration you will see the pop-up box highlighted here, please then click the **confirm** button and check your e-mail for the Streamline confirmation referred to – it will contain the links for you to self-book onto the mandatory training required for Streamline access. We are unable to complete your account set-up until the required training is complete.



02. Logging In



HALLEON

Logging In

First Platform Access

Haleon Users

Head to the system login page <https://streamline.itgcanopy.com/> and use your MUDID to log in.

CaST & Creative Agency Users

To log into Streamline 2.0 DAM and/or Briefing please take the following steps:

- a) Head to the system log in page, <https://streamline.itgcanopy.com/>
- b) Click on "Reset Password" to create a new password so your account is secure. You will be redirected to the password reset page, please input your email address and select "Reset Password".
- c) A pop-up will appear to confirm an email had been sent to you. Please click on the link; you will then be required to provide your new password and confirm your new password. Then click "Reset Password".
- d) The page will then refresh and take you back to the login page (if not, please click "Back to login"). Please input your username (email) and new password, and you should be able to log into the system.

Note: It is a Haleon policy that all marketing materials produced must be uploaded and shared in Streamline DAM with complete metadata. This included brand assets, digital and social assets, video, TVC, Shopper, expert, etc. (not including working files). Please ensure that all agency partners upload any material created into Streamline DAM in a timely and accurate fashion.

Thank You!

HALEON