



## Venn Client Setup – LeadersLink

This document will outline the step-by-step instructions required to install the Venn Client to access LeadersLink.

You should receive an email with your username and a link to access the downloader. The instructions in the email are very straight forward.

To install the client, follow these instructions.

1. Open a Chrome or an Edge Browser.
2. Copy the link from the email (<http://leadersgrp.venn.com/signin>).
3. Paste this into the browser URL bar and press enter.
4. This will present you with The Leaders Group splash screen.
5. Enter your **username**. Username is the same as your Leaderslink Username
6. Click on **Next**.
7. As you have not yet installed the client, click on the **Continue** button that appears.
8. As a part of your account creation, we have setup your mobile phone for an SMS Text message. You should receive a code on your phone.
9. Please check your phone and enter the **code** as it appears into the field on the screen and click on **Continue**.
10. Next you will be asked to create a unique password. Please refer to the instructions on the screen in creating it.
11. Enter the same password within the second field to match and verify.
12. Click on the **Set Password** button.
13. The Browser screen will change to the Venn Workplace Install page. Click on **Install Workplace**.
14. This will begin the download of the installer file.
15. Click on the **downloaded** file and choose **Open**.
16. If you are prompted to **allow this app to make changes to your device?** Click on **Yes**.
17. This will launch the installer. On this screen, please click on **Install**.
18. The installer will download the necessary components required.
19. As the installer completes you will see a prompt to Enable extension for Workplace. Click on **Enable Extension**.
20. Work Application Launcher will start and perform a compliance check.
21. You can close the browser.
22. The Venn client is installed.