

# Guia de Início Rápido

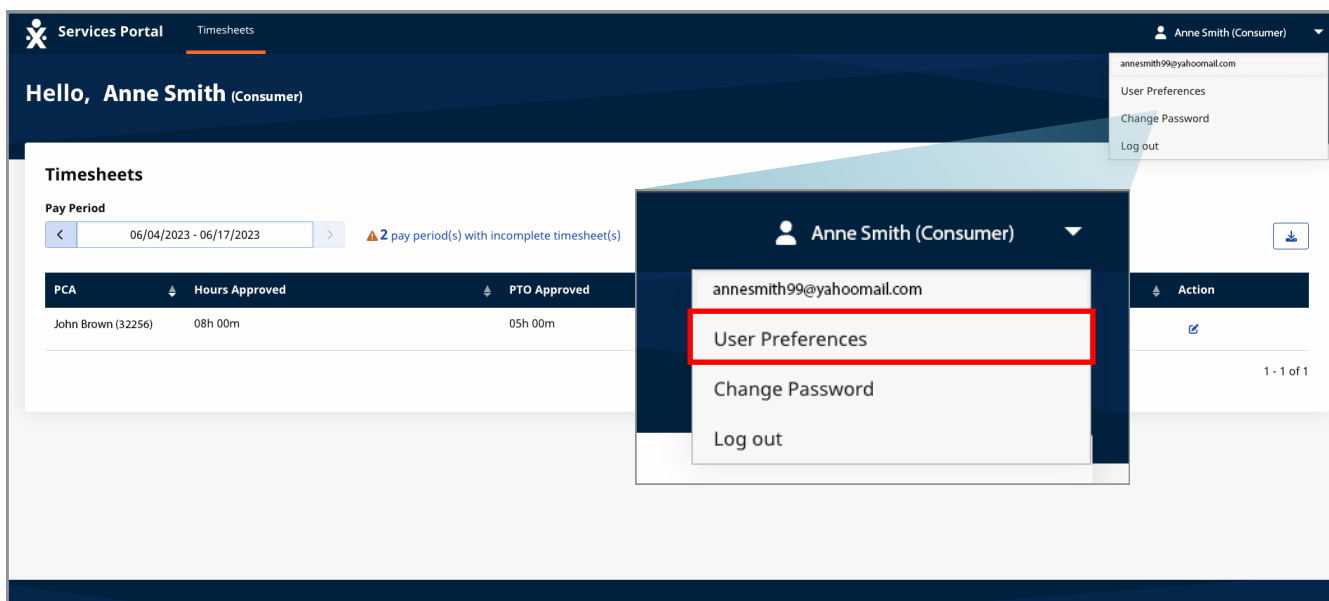
## Para Alterar o Idioma no Portal EVV

Para alterar o idioma no Portal EVV, siga estas etapas:

### 1 Etapa 1 - Preferências do Usuário

Faça login (Iniciar Sessão) no Portal EVV (consulte o Guia de Início Rápido “Fazendo Login no Portal”).

Clique em seu **Nome** ou na seta no canto superior direito da tela (ecrã). Em seguida, clique em **User Preferences**.(Preferências do Usuário).

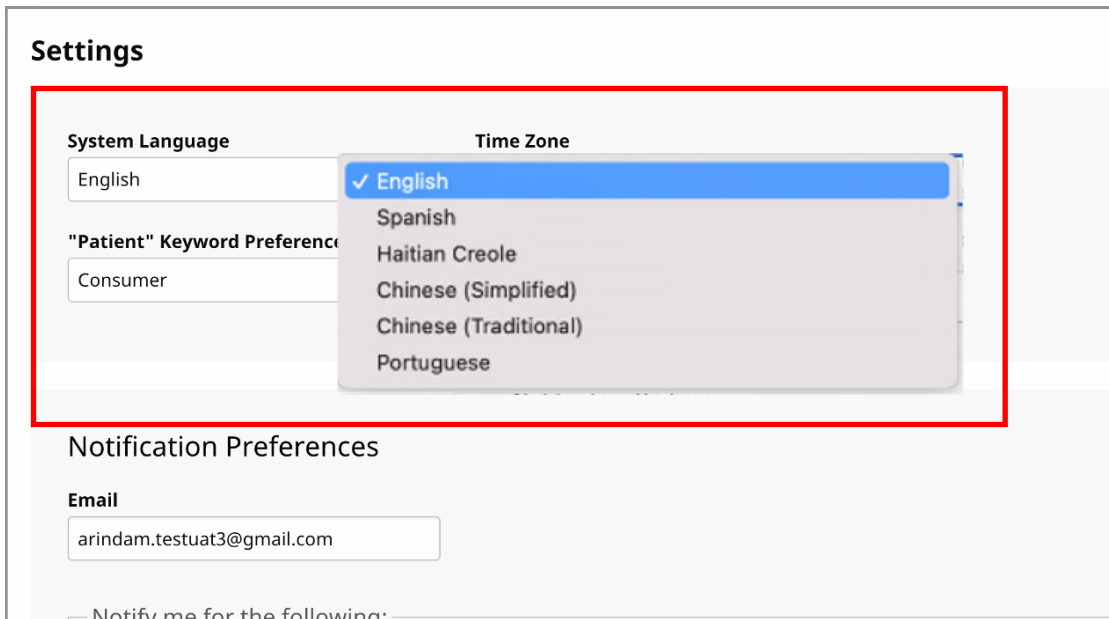


The screenshot shows the 'Services Portal' interface. At the top right, the user 'Anne Smith (Consumer)' is logged in. A dropdown menu is open, showing options: 'User Preferences', 'Change Password', and 'Log out'. The 'User Preferences' option is highlighted with a red box. Below the menu, a table of timesheets is visible, with columns for 'PCA', 'Hours Approved', and 'PTO Approved'. The table contains one entry for 'John Brown (32256)' with 08h 00m of hours approved and 05h 00m of PTO approved.

PCA	Hours Approved	PTO Approved
John Brown (32256)	08h 00m	05h 00m

## 2 Etapa 2 - Sistema de Idiomas

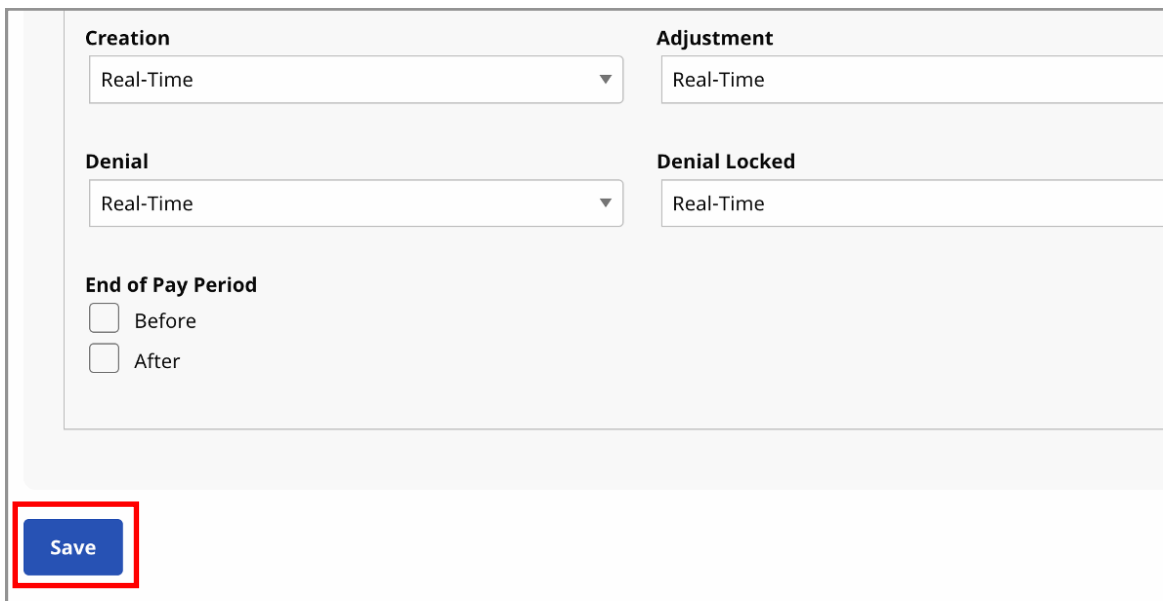
Em **Settings** (Configurações), clique na caixa **System Language** (Sistema de Idiomas). Selecione seu idioma no menu suspenso.



The screenshot shows the 'Settings' page. A red box highlights the 'System Language' dropdown menu, which is currently open. The menu lists the following options: English (with a checkmark), Spanish, Haitian Creole, Chinese (Simplified), Chinese (Traditional), and Portuguese. Below the highlighted area, the 'Time Zone' field is visible. Further down, the 'Notification Preferences' section includes an 'Email' field with the address 'arindam.testuat3@gmail.com' and a partially visible 'Notify me for the following:' section.

## 3 Etapa 3 - Guarde sua Escolha

Clique no botão **Save** (Guardar) para guardar sua escolha de idioma.



The screenshot shows the 'Settings' page with various configuration options. The 'Creation' dropdown is set to 'Real-Time', 'Adjustment' is 'Real-Time', 'Denial' is 'Real-Time', and 'Denial Locked' is 'Real-Time'. Under 'End of Pay Period', there are two radio buttons: 'Before' and 'After', both of which are unselected. A red box highlights the 'Save' button at the bottom left of the settings area.

**Agora você pode alterar o idioma usado no Portal EVV.**