

Log On Procedure

To launch and log on to the application, you need the following information:

- The URL (web address) where the system resides
- Your user ID
- Your user password
- The administrative unit that you want to use for this session
- The security profile you want to use for this session

Once you have the information needed to log on, follow these steps:

1. Open your Internet browser.
2. In the address field of the browser window, enter the URL for where the system resides. If this is the first time you are accessing the system, you may want to bookmark this URL. The browser window will open the log on window for the system.
3. Enter your user ID and password in the appropriate fields. Passwords are case-sensitive.
 - If you forget your password, and the Forgotten Password feature is enabled, use [Forgotten Password Procedure](#) for assistance. If this feature is not enabled, contact your System Administrator.
 - You are only allowed a specific number of attempts to log on. After the last unsuccessful attempt, you will be locked out of the system. You must contact the System Administrator to be allowed to proceed.
 - If this is the first time you have logged on, and the Forgotten Password feature is enabled with security questions, the system will ask you to configure your security questions as described in [Forgotten Password Procedure](#).
4. The system checks the information you entered and, if recognized, displays a window to select your administrative unit and security profile.
 - If you are assigned to only one administrative unit and one security profile, the system will automatically use these assignments and will proceed to log you on to the application.
 - If you are assigned to multiple administrative units or security profiles, you will need to select the desired unit and profile for this session. If the displayed selections are correct, proceed to the next step. If you need to change a selection, select the down arrow to display the list of choices, locate the one you wish to use, and then select that choice.

Note: The selection of an administrative unit is important. At various points in the system, the phrase "use current" appears. The current unit is the unit you selected when you logged on. Furthermore, some windows only show data for one administrative unit and so you may not see the data you want unless you select the correct administrative unit. Also note that you can select a different administrative unit once logged on by

using the  icon.

5. Select Submit. You are now fully logged on to the system, and the system displays the dashboard of the application. This window shows all available modules. Select a module tab to activate that module.