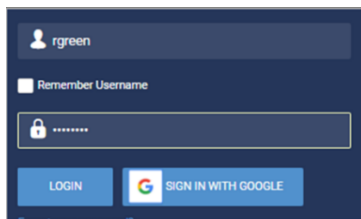*Login Procedures*

EXAMPLE ONE

Username: rgreen (1st letter of your first name, plus your last name).
Password: Last 4 digits of your social security number.
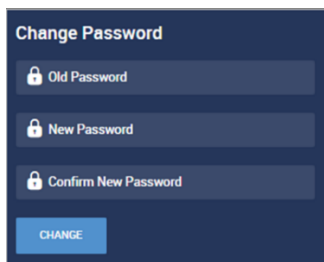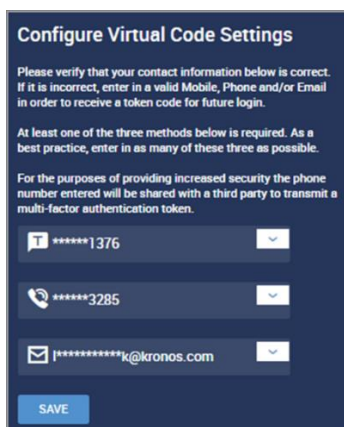Select **Login**.

The system will prompt you to change your password:
Old Password: Last 4 digits of your social security number.
New Password: 8 characters long, 1 uppercase, 1 lowercase, 1 number, 1 symbol.

The system will then ask you how you would like to receive a code. The best option is **Text Message**. Type your cell number with area code in the designated box. Select **Save** at the bottom.

You will now be logged in. To log out, hover over your name at upper right. Click and select **Logout**.

Username: rgreen.
Password: Newly created password.
You will be prompted to a select a method to receive your code.

Type or paste the code from the body of the message next to the **key**.

*Be sure to check the box with the disclaimer. If not checked, you will be required to go through this process every time you login.

**If you login from a different computer you will be required to complete the process again.