

Accessing Workflows

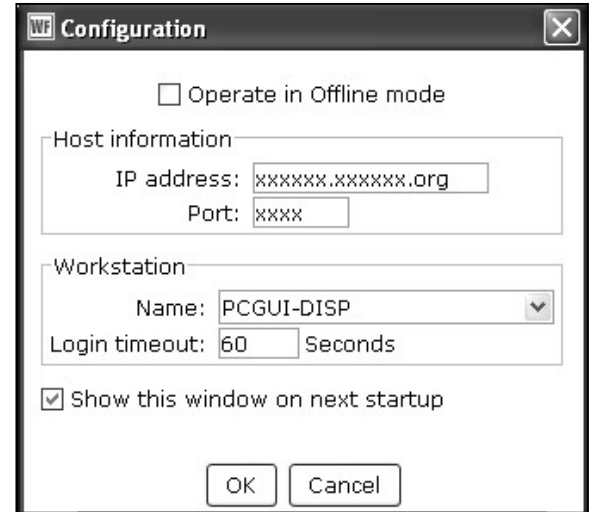
Double click on the Workflows icon on your desktop.



Logging in

1. **Connect** to Host

- A large screen similar to this should display. It should be configured for you. If you cannot access Workflows, contact your ITC (or see your district's specifics in Section 1.1)
- **Click** on OK at the bottom of the screen.



2. **Enter** your User ID and PIN.

