

Login Functions Quick Reference

Log In

- 1) Enter your assigned **User ID**; do not use spaces, dashes, or parentheses. Press the TAB key to go to the Password text box, or click in the Password text box.
- 2) Enter your **Password**.

NOTE: The first time you log in or if your password has expired, the *Password Change* page appears. Change your password and continue, refer to the appropriate *Partner Configuration Guide*.

- 3) Press the ENTER key or click the **Login** button.



The screenshot shows a login interface with two text input fields. The first field is labeled 'User ID' and the second is labeled 'Password'. Below the password field is a checkbox labeled 'Remember Password'. To the right of the fields is a blue 'Login' button.

Remember Password

(This function is only available to some users.)

- 1) Check the **Remember Password** box on the *Login* page.
- 2) A cookie has now been set on your machine, allowing you to bypass the *Login* page on future returns to the Internet address.
- 3) Your *Home* page appears automatically.

NOTE 1: You must re-check **Remember Password** each time you change your password.

NOTE 2: If you have multiple login IDs, complete these steps only for your most frequently used login/password.

Quick Launch

- 1) Follow **Remember Password** instructions.
- 2) Right-click on the desktop, select **New** and then **Shortcut**.
- 3) In the location field, enter the Enterprise URL. Click **Next**.
- 4) Enter a name for the shortcut. Click **Finish**.
- 5) Select the shortcut icon and drag it to the Quick Launch area of the task bar (typically to right of the **Start** menu button).
- 6) To change the icon, right-click the icon and select



Properties.

To launch, (both CommPilot Personal and CommPilot Call Manager pages) click the **Quick Launch** icon.

Add Web Portal to Favorites

- 1) At the *Login* page, click **Bookmark this page**. The *Add Favorite* dialog box appears.
- 2) Change this name to something you will remember.
- 3) Click **OK** to place the shortcut in your Favorites list.
- 4) You can also click **Create in** to navigate to an existing folder directory OR click **New Directory** to place this favorite in a new Favorites directory in Internet Explorer. Then click **OK** to complete the procedure.

At your next login, select the name you created for the Login Page from your Internet Explorer Favorites. If you have saved your password, you are automatically taken to your *Home* page. If you have not saved your password, you have to log in to the system.

Log Out

Click the **Logout** link in the upper right corner of any page.

Browser Windows

To avoid opening web page shortcuts in the CommPilot Call Manager:

- 1) At the *Login* page, choose **Internet Options** from the Internet Explorer **Tools** menu.
- 2) Select the **Advanced** tab.
- 3) Under the **Browsing** heading, uncheck "Reuse windows for launching shortcuts".
- 4) Click **Apply** and then **OK**.