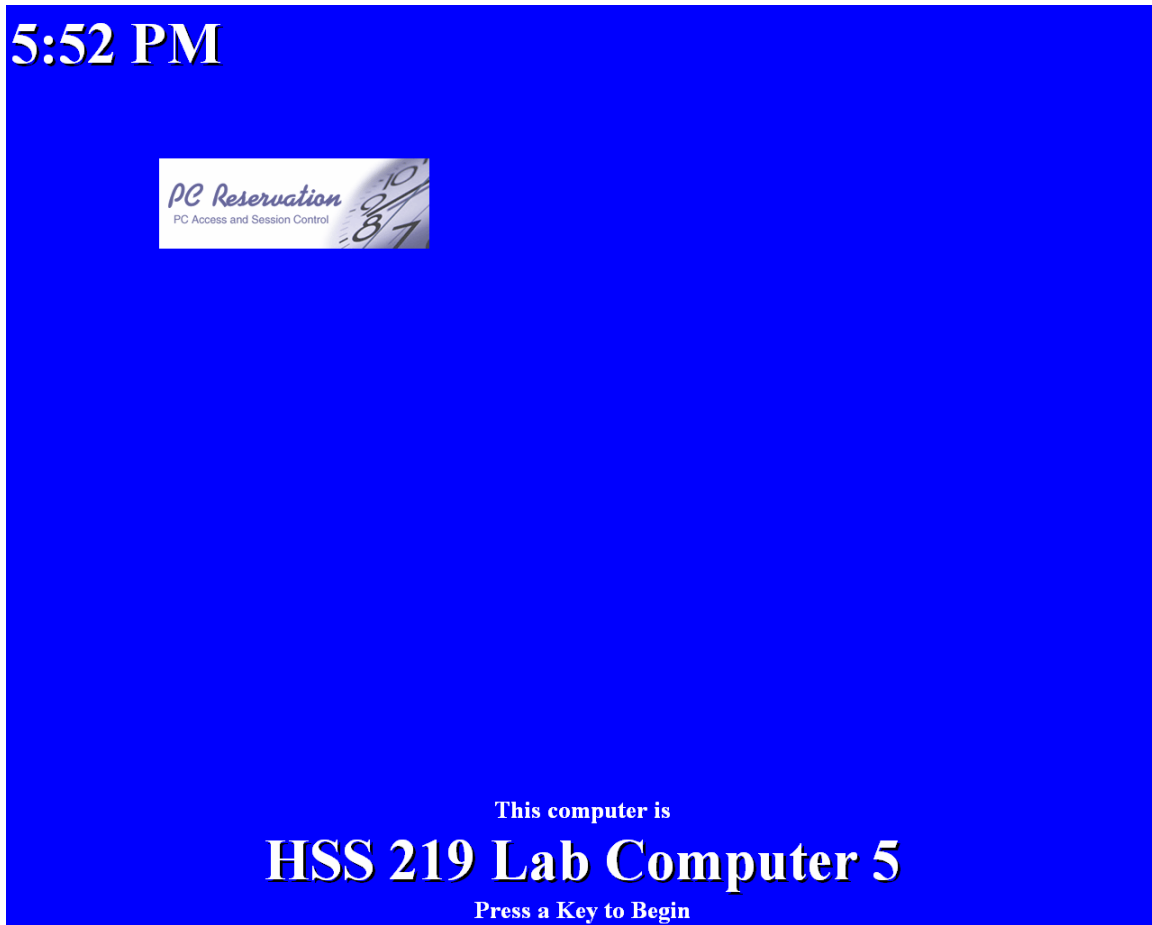


## ENVISIONWARE LOGON INSTRUCTIONS

**Starting in Fall 2005, all students, faculty, or staff using STUDENT STATIONS (these instructions do not apply to INSTRUCTOR STATIONS) in CHHS computer labs will need to have a valid ONECARD – SFSU STUDENT ID with them in order to logon.**

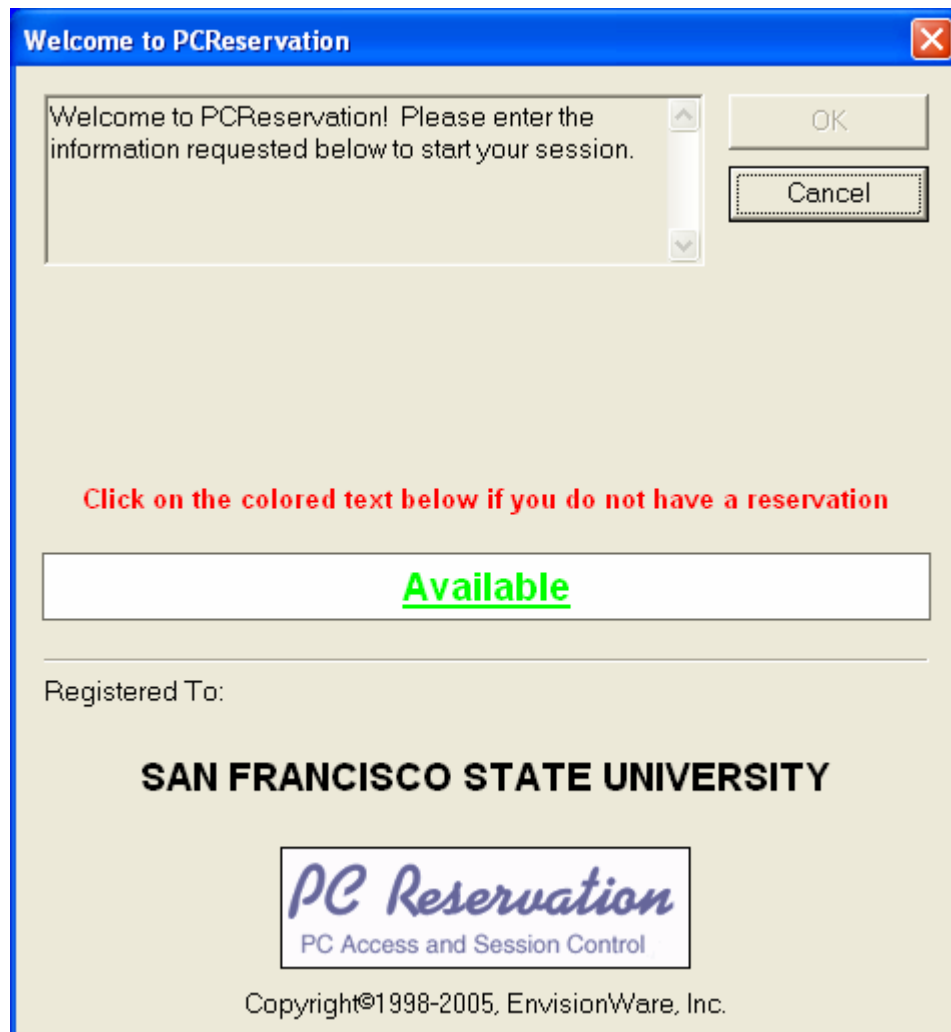
When you first walk up to a computer in any of the labs it may be in a screen saver mode such as below:



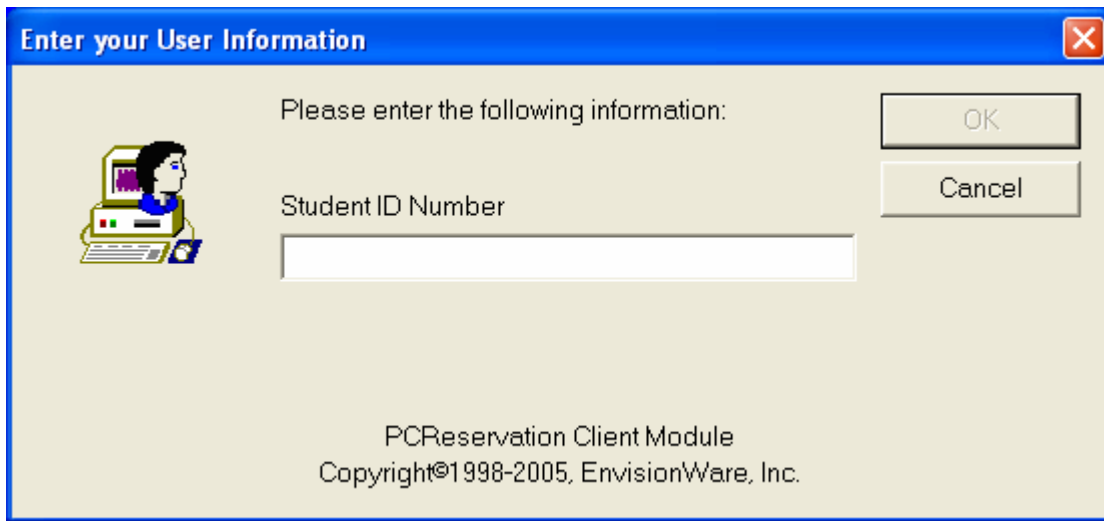
Notice how the above says “Press a Key to Begin.”

Press any key to get to the next screen.

Now the dialog box depicted below will appear. Notice the **green** text which says, "Available." **CLICK** on the word "Available."



You will now see the “Enter your User Information” dialog box depicted below. Slide your ONECARD, with the magnetic strip facing you, through the swipe card reader.



A successful swipe will bring up the “@Client Reservation Information” dialog box shown below. CLICK the “Use this Computer” button at the top right of the box. This will take you to the desktop where you may begin working.

