

How to Log On to Polaris

1. On your desktop you should see this icon. Double Click on Remote Desktop to start your session



*If you do not have this icon on your desktop go to Start Menu > Accessories > Remote Desktop Connection

2. Click on the "Options" button to expand this screen.



*You should see your user name in this screen.



3. Under the tab "Local Resources" ensure the boxes beside Printer and Clipboard are checked

Next click on the "More" button.

In that screen ensure all boxes are checked then click "OK" button.

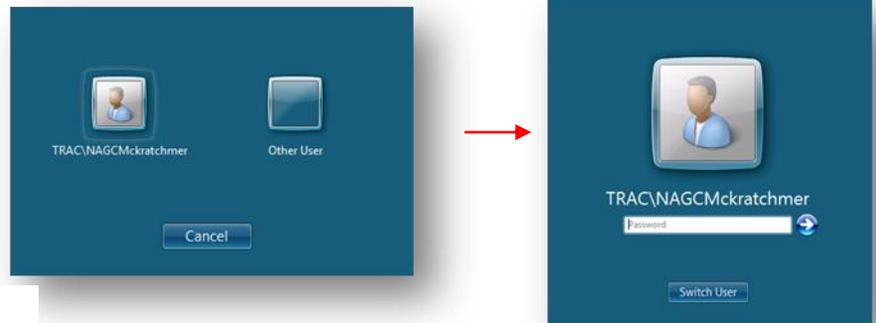


4. Go back to the tab "General" then click "Save", then click the "Connect" button.



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5. Click on the icon that has your username (if your name is not showing, click on "Other" and enter your username and password)



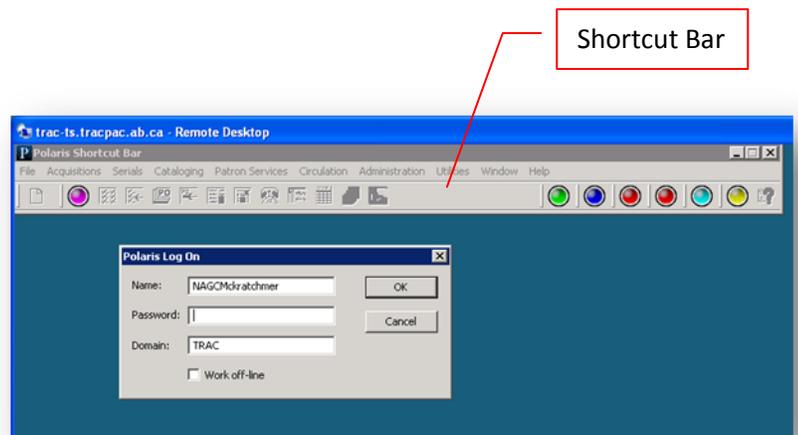
6. When you enter this information for the first time you will be prompted to change your password.

Hint:
Your password will need to have lower case, upper case, and alpha numeric characters, a minimum of 8 characters long.
Passwords cannot be similar to your username. (i.e. Mpolo1492, polaRis08, ColdLake4wing)

You will need to enter your password as requested in as many screens as needed in the following screens.

Until you arrive in this screen.

When you see the short cut bar you have successfully logged in to Polaris.



Congratulations!!

You are now using Polaris!!

Troubleshooting: if you get locked out and do not have access to the Shortcut Bar when you are trying to log on, close down your blue screen by clicking on the x in the white bar at the top of your screen, wait 60 seconds and go through the process again.