

1. Logging On/Off

Logging On

Depending on a library's network configuration, library staff will either log on *locally* or *remotely*.

If a library has a local installation of Polaris, the icon for Polaris (below) will be on the desktop of the workstation. Double-click on this icon and enter your TRAC username and password.



If there is **not** a local installation of Polaris, one must log in through a remote desktop connection by following these steps:



1. Double-click the Remote Desktop Connection icon that can be found on the desktop.
2. Log in with your TRAC username and password. The computer name is: polarisclient.tracpac.ab.ca
3. After you have logged on to the Remote Desktop, click on the Polaris icon. You will be prompted again for your password.
4. Be careful about which icon you select! There is a link called Not Live (Training) that allows you to train new staff or explore features of Polaris without compromising data. When you are using the Not Live (Training) version of Polaris, be very careful not to do any live circulation as this information will not be stored.

Logging Off

To log off, select File → Log Off on the Polaris Shortcut Bar. This logs you off of Polaris. If you logged in via a remote desktop connection, you must also log off from this connection. To do this, click on the **Log Off** icon on the desktop or click on the **Start** menu (at the bottom left of your screen) and select the arrow next to the lock and click **Log Off**.



OR



Do not disconnect by closing the window. This causes the port to be “hung” and decreases the availability of connections to the server, which can cause traffic problems as users increase during the day.

Logging On to Another Account

To log in as a different user, the first user must completely log out from Polaris and, if applicable, the Remote Desktop Connection. Once completely logged out, a new user can log in.