INFOhio Symphony Handbook Flip



Chart

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WE WorkHows **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.

Configuration	K)
Operate in Offline mode	
-Host information	1
IP address: xxxxxx.xxxxx.org Port: xxxx	
Workstation	1
Name: PCGUI-DISP 🗸	
Login timeout: 60 Seconds	
Show this window on next startup	
OK Cancel	
🖾 Login 🛛 🗙	
User ID:	
OK Cancel	



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