

INSTRUCTIONS FOR LOGGING INTO A 724 ACCESS COMPUTER DURING A DOWNTIME


Login instructions to use 724 Access Application

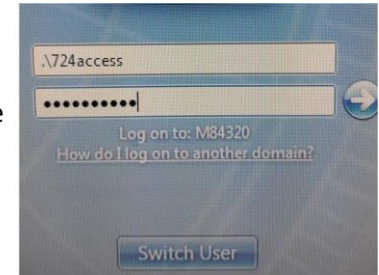
1. Double click on the 724Access Icon on the desktop



2. Enter Emergency User Name of **724access**
3. Enter Password –passwords are changed quarterly –check with lead people on unit or the password rubric is found in the Downtime Survival Kit. If you cannot locate the password, contact the HelpDesk at x56053.
4. Click OK
5. Enter Full Name and Audit Reason (Downtime)
6. Click OK

****In a network downtime users must first log into the Candy Striped computer to access the 724 application.**

1. Click Switch User button and Choose “Other User” if the computer was already logged into.
2. Enter user name of **.\724access**
3. Enter the password. Passwords are located in the **downtime survival kit**. If you cannot locate the password, contact the Helpdesk at x56053.
4. Click  to log in to the local computer.



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