



# Logging in to the Virtual Office

## *Documentation for Virtual Office version 2.0*

### **Introduction**

This document shows how to log into the Virtual Office System and gives requirements and recommendations for using the Virtual Office.

### **Table of Contents**

Introduction.....	1
Table of Contents.....	1
System Requirements and Recommendations.....	1
How to log into the Virtual Office System.....	2
Forgotten Password.....	3
Change Expired Password.....	4

### **System Requirements and Recommendations**

The Virtual Office 2.0 system was tested using Firefox (Mozilla) version 1.0, Netscape version 7.2, and Internet Explorer version 6.0. If you use an earlier version of Netscape or Internet Explorer, or a different browser, certain site functions may not work, cookies may become disabled, screen sizing may be troublesome, and you may not be able to update the database. If you use Firefox 1.0, Netscape 7.2, or IE 6.0 (or newer versions) you should not have any issues.

The Virtual Office system will work with any workstation that meets the following requirements:

- A computer running Windows (Versions 95 or higher) or Macintosh OS (Versions 10.1 or higher)
- An Internet connection with web access
- A web browser that supports HTML 4.0 and CSS 2.0 (Netscape 6.0 and higher or Internet Explorer 5.0 and higher)
- Screen resolution must be set to 800x600 or higher (see note below \*\*)
- JavaScript must be enabled in your web browser
- Cascading Style Sheets must be enabled
- Cookies must be enabled
- 128 Bit encryption must be supported

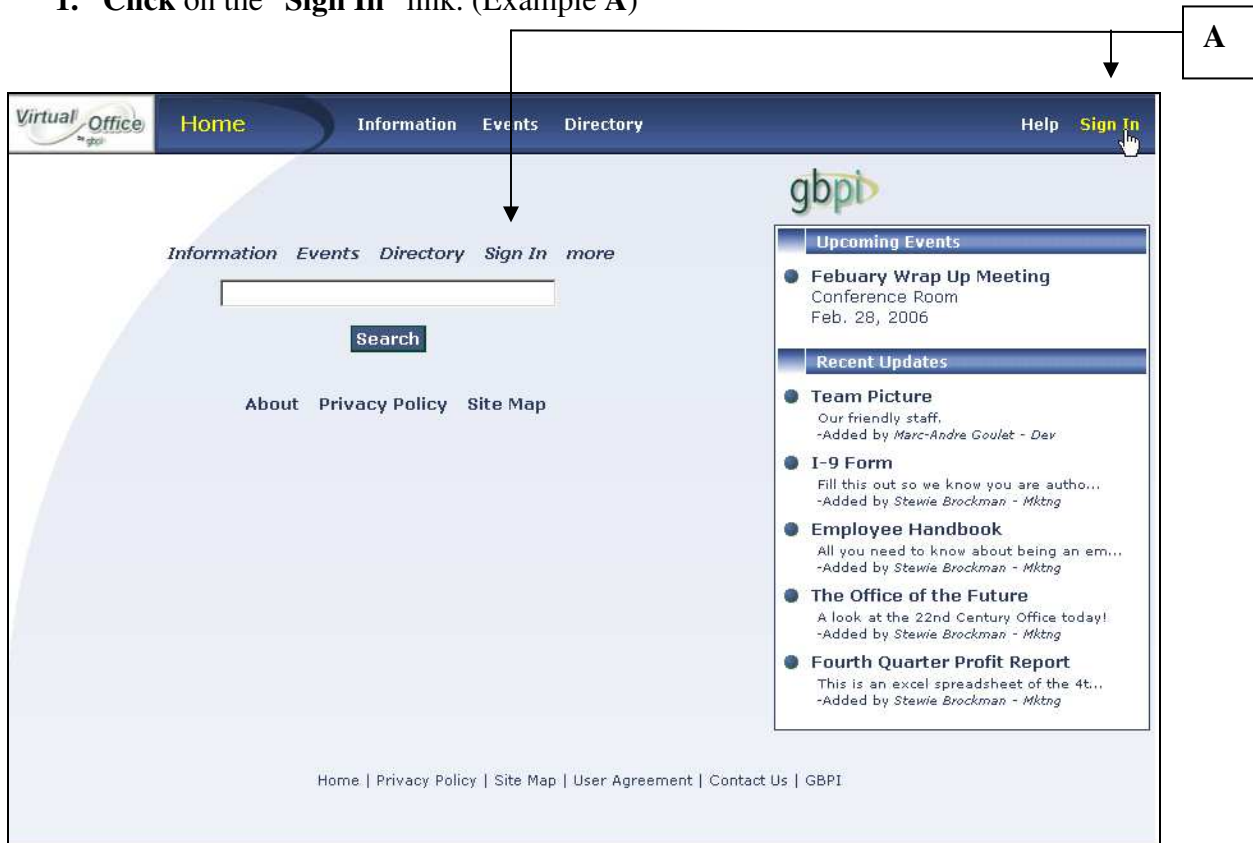
\*\* Along with the majority of web sites on the Internet, the Virtual Office web site was designed for screen resolutions of no less than 800x600 pixels. Most 15-inch and larger monitors can handle this resolution without issue and without the user having difficulty seeing text on the

screen. If you do not know how to change your screen resolution, contact your IT department or computer support technician for assistance. The site will function at lower resolutions, but you will have to scroll to see hidden information.

## How to log into the Virtual Office System

To log into the Virtual Office System;

1. Click on the “Sign In” link. (Example A)



Before entering the Virtual Office you will be required to Login into the system. The “Login” page will be displayed.

### Login to your Virtual Office

Before using Virtual Office, you must identify yourself with a valid user ID and password. By logging in, you are agreeing to the terms of our **User Agreement**.

**Login to the Virtual Office:**

**User Name:**

**Password:**

**Login**

[-Forget your password?](#)

**Help** (Click links below to download PDF files)

[-I Forgot My Password](#)

[-Login, System Requirements and Security](#)

- The **Login** information consists of two fields:

1. **User Name**
2. **Password**

1. **Type your User Name** into the first field.
2. **Type your Password** into the second field.
3. **Click the Login** button.

**Attention!**

Your password is **case-sensitive**, so “**mydogskip7**” is not the same as “**MyDogSkip7**.” If you have trouble logging in, make sure your password is correct, and check the status of your **CAPS LOCK** key on your keyboard.

## Forgotten Password

If you have forgotten your password, click the “**Forget your password?**” link. For more information on this topic, please see the “**I Forgot My Password**” document available on the login screen.

## Change Expired Password

If your password has expired, you will be forwarded to the Change Password Screen (Example B). To change your password:

1. **Type your User Name** into the first field.
2. **Type your Current Password** into the second field. (This is a security feature to protect your account.)
3. **Type your New Password** into the third and fourth fields.
4. **Click the Change Password** button.

**Attention!**



Your password must meet the requirements listed on the screen. For example, if “Password must contain at least six characters” is one of the requirements “dog” is not a valid password.

**Change Your Virtual Office Password**

Use this screen to change your Virtual Office Password.

**Password Requirements:**

- Password must contain at least 6 characters.
- New Password cannot be the same as the current password.

Username:

Current Password:

New Password:

Confirm New Password:

**Change Password**

If you have trouble logging in or changing your password, you may contact your site’s Administrator for assistance.