

Below is the link you use to sign in.

<http://216.108.126.57/Citrix/XenApp/auth/login.aspx>

or

<http://xenmgt02p/Citrix/XenApp/auth/login.aspx>

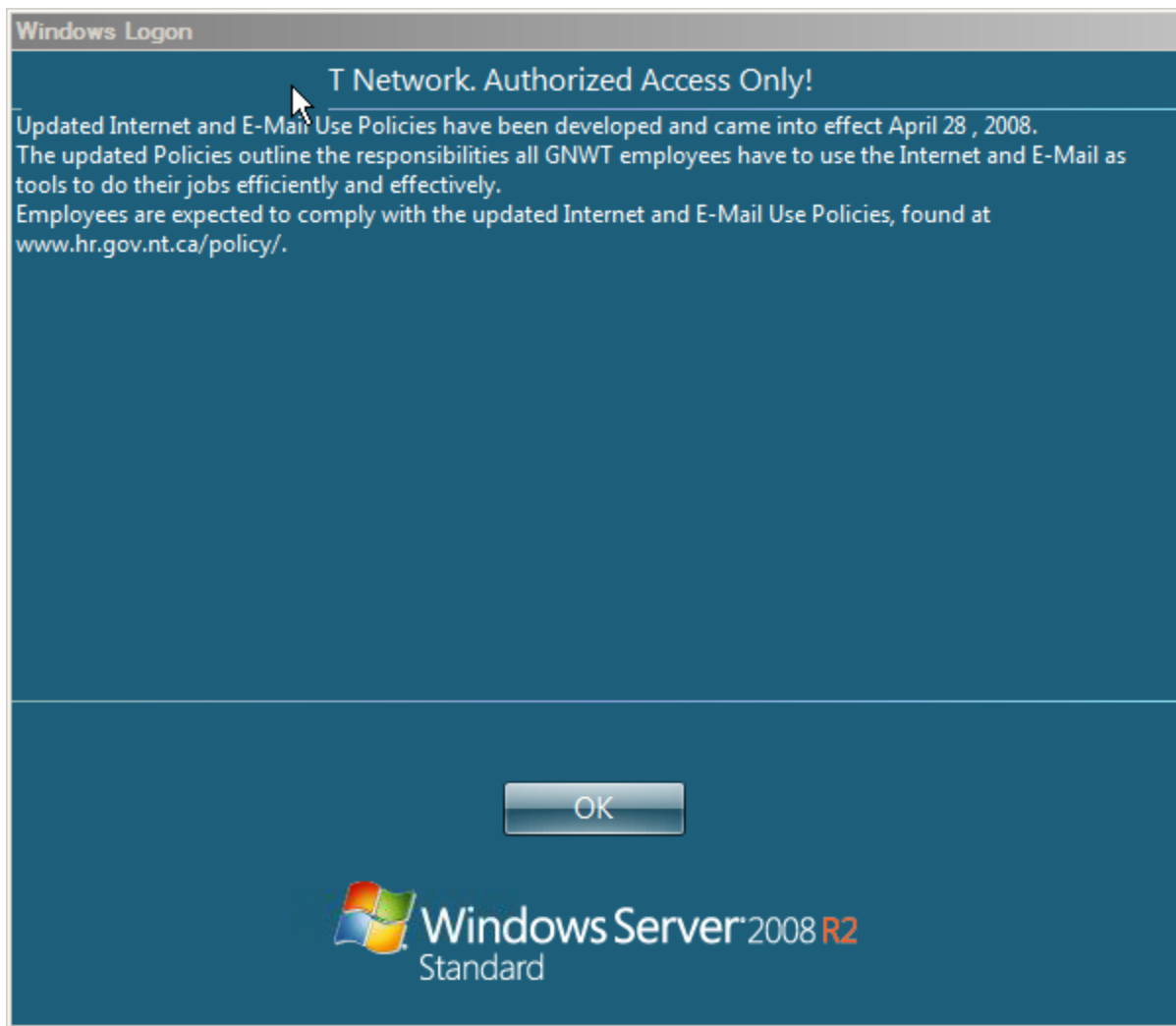
1) Click on the link and you will see this screen



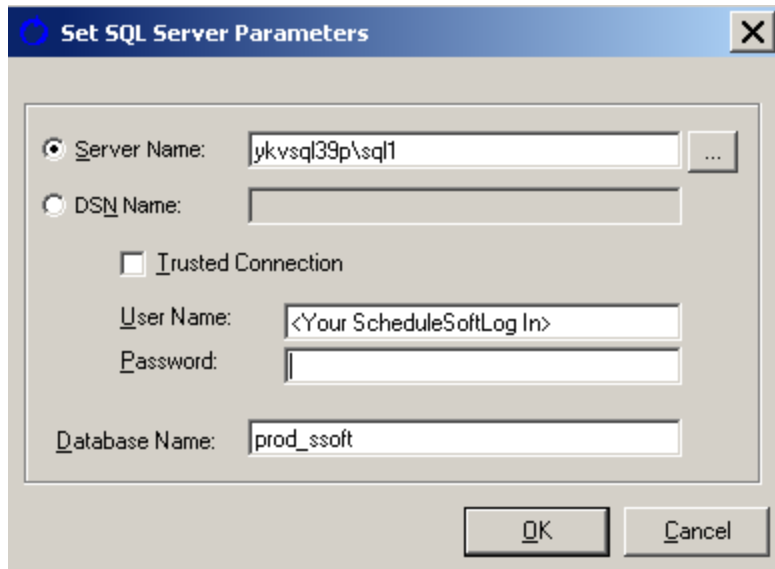
2) Log in with your email login user id and password. Once in, click on the ScheduleSoft icon:



3) Click OK on the screen that appears



4) On the log in screen type the following:

A screenshot of a Windows dialog box titled "Set SQL Server Parameters". The dialog has a blue title bar with a close button (X) in the top right corner. Inside the dialog, there are several input fields and a checkbox. The "Server Name" field is selected with a radio button and contains the text "ykvsq139p\sql1". The "DSN Name" field is also a radio button but is unselected and empty. Below these, there is an unchecked checkbox labeled "Trusted Connection". Underneath the checkbox, there are two more fields: "User Name" containing "<Your ScheduleSoftLog In>" and "Password" which is empty. At the bottom, the "Database Name" field contains "prod\_ssoft". At the very bottom of the dialog are two buttons: "OK" and "Cancel".

**Set SQL Server Parameters**

☒ Server Name: ykvsq139p\sql1 ...

☐ DSN Name:

☐ Trusted Connection

User Name: <Your ScheduleSoftLog In>

Password:

Database Name: prod\_ssoft

OK Cancel

- On the Server Name box, make sure it says **ykvsq139p\sql1**
- Your log in is first name + space + last name. For example: oscar perez
- Your initial password is first name + last name. For example: oscarperez (no spaces).
- Make sure the database name is **prod\_ssoft**