Below is the link you use to sign in.

http://216.108.126.57/Citrix/XenApp/auth/login.aspx
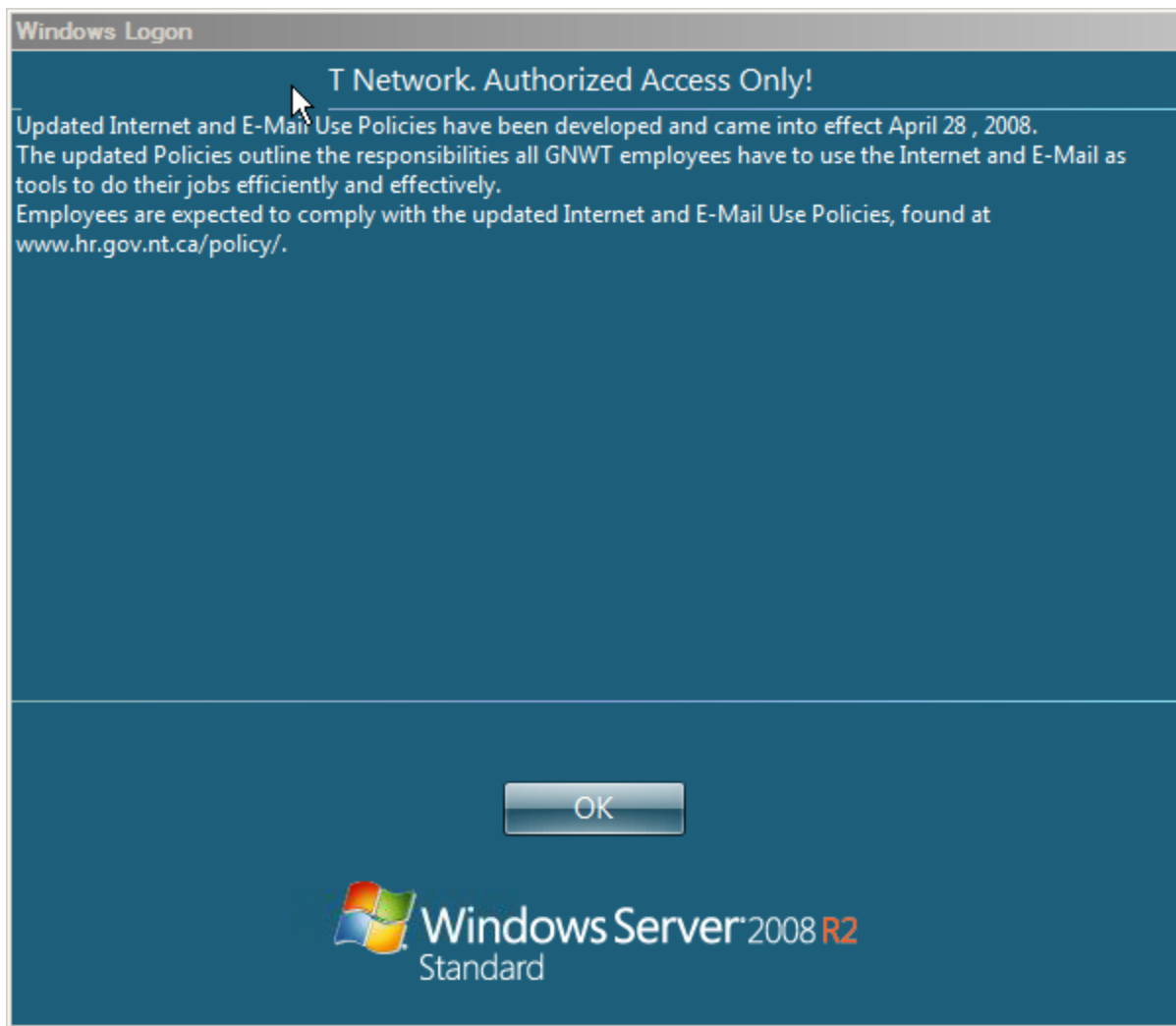
or

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

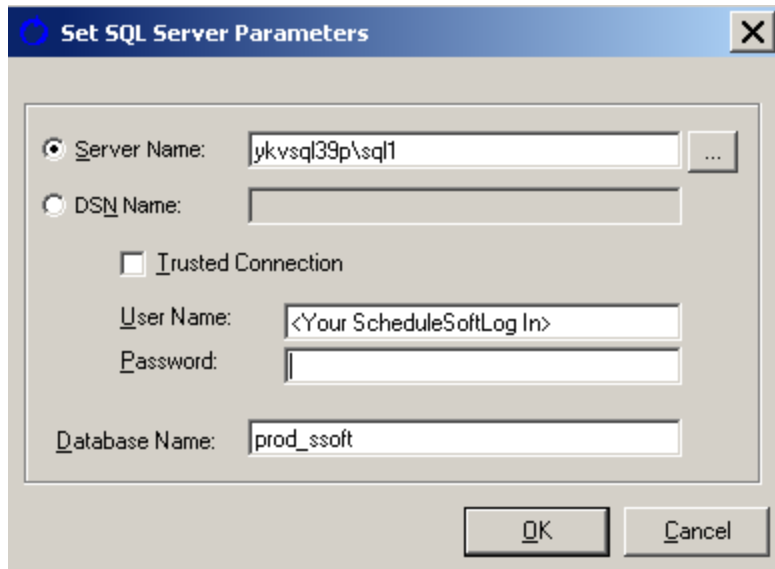1) Click on the link and you will see this screen

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:

- On the Server Name box, make sure it says **ykvsql39p\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**