How to Login to Laserfiche

# SECTION 13.01 HOW TO LOGIN TO LASERFICHE

# LOGIN PROCEDURES

To log in to the LASERFICHE Website, using Internet Explorer, go to //laserfiche.fw.tamucc.edu/

You will see this welcome page with Internet Explorer.



Next, scroll down and click on the "Continue to Laserfiche" link.



How to Login to Laserfiche

Training Videos * Best Practices and Whitepapers *	This is the new concerning this	G.	ent Paradocs imaging system. For issues or <u>dennis.raulie@tamucc.edu</u> and we respond
* Requires valid TAMUCC A/D Credentials (your email/pc login/password)	Texas A&M Uni Connecting to	laserfiche.fw.tamucc.edu.	
TAMUCC Records Management Training	- Unauthorized - Usage may b - Abuse is subj Password:	<b>2</b> 1 ×	
	These warning: Department of	Remember my password	ode 202 as administered by the Texas nal Code.
	CONTINUE INT You will be pro on the second	OK Cance	r credentials, select "use windows authentication"
	LASERFICHE Auditing* Author You will be prompted for your on the second login screen ar	rized Laserfiche Auditing users only r windows credentials. After submitti nd submit.	ng your credentials, select "use windows authentication"
HEAS C	ontact Us • Directory • Employment • Veteran Benefita • Texas Web Site • 1	Privacy Statement • Accessibility • Open Texas Homeland Security • TRAIL • Com	n Records • Risk & Misconduct Hotline pact with Texans • Energy Savings

Next, you will get a login box. Your user name will be "tamucc\" followed by your existing Outlook login name. Your password will be your existing Outlook password.

For example:

User Name: tamucc\asmith

Password: xxxsssxxxxx

Select OK to continue.

You may see the following LOGIN box instead of the one above. Login the same as above.

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Next, you will see the Laserfiche Login block.

	Laserfiche <sup>®</sup>	Run Smarter
	Select the repository to log into from the ex-	alable list
	Repository: TAMUCC Username: Password: Vuse Windows Authentication	
		Login
is checked.	erfliche Web Access version 8.0.0 - About - @2008 ( This copy is registered to: Texas ASM U	Compulink Management Center, Inc. Iriversty- Corpus Christi

#### DO NOT TYPE ANYTHING HERE.

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How to Login to Laserfiche

Make sure the Use Windows Authentication button is checked. Then click: Login

The Laserfiche Web Access page will open up next.

You are now logged into Laserfiche.