

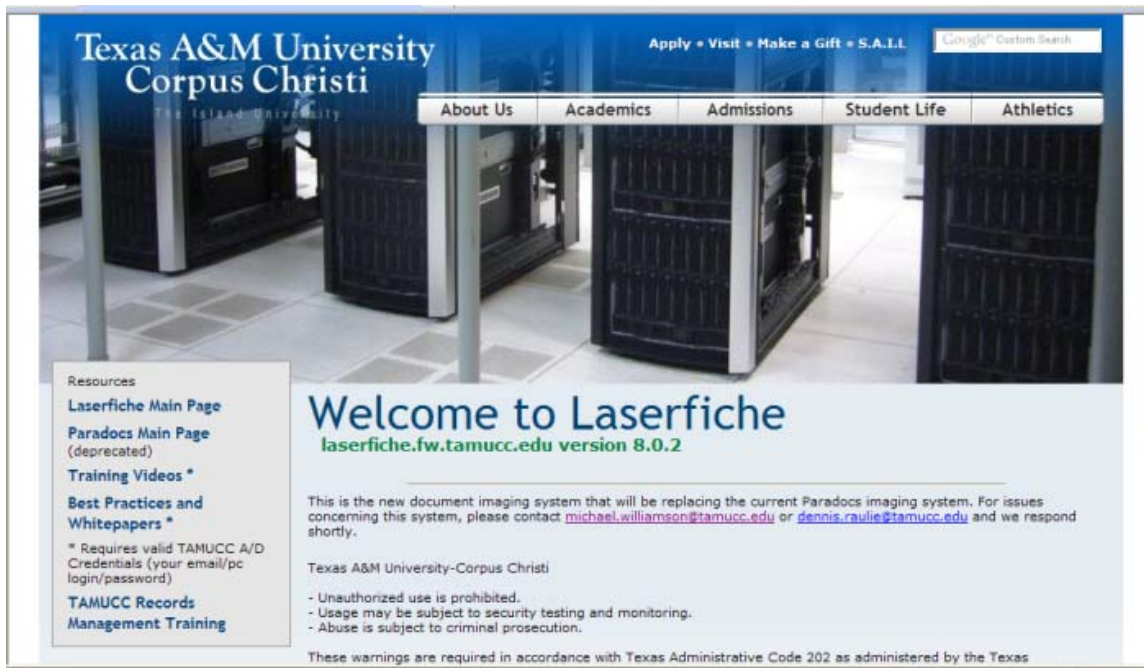
## SECTION 13.01

# HOW TO LOGIN TO LASERFICHE

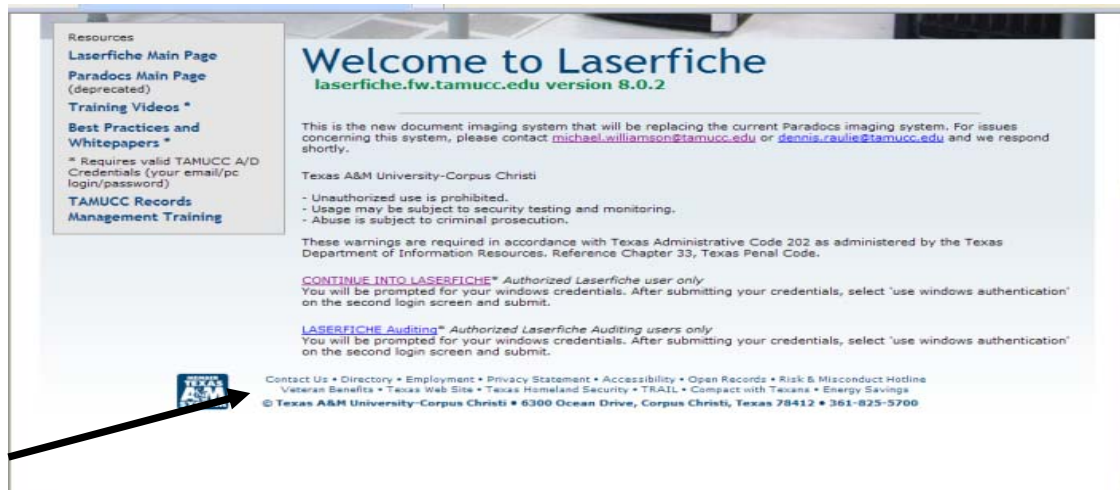
### LOGIN PROCEDURES

To log in to the LASERFICHE Website, using Internet Explorer, go to [//laserfiche.fw.tamucc.edu/](http://laserfiche.fw.tamucc.edu/)

You will see this welcome page with Internet Explorer.



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





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.

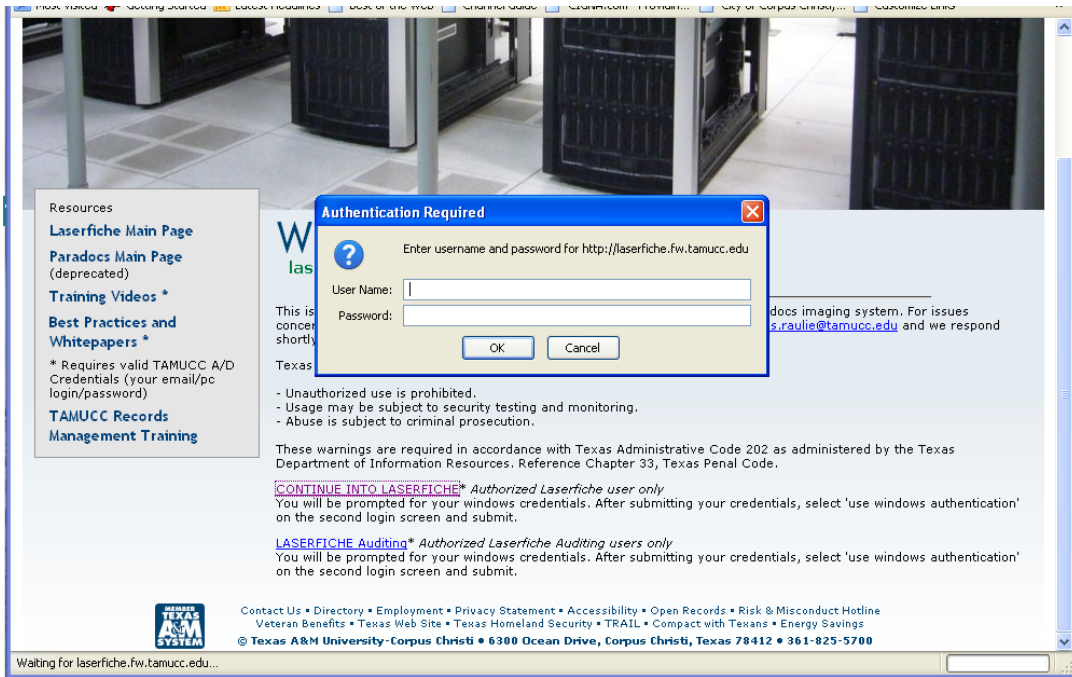
For example:

User Name: tamucc\asmith

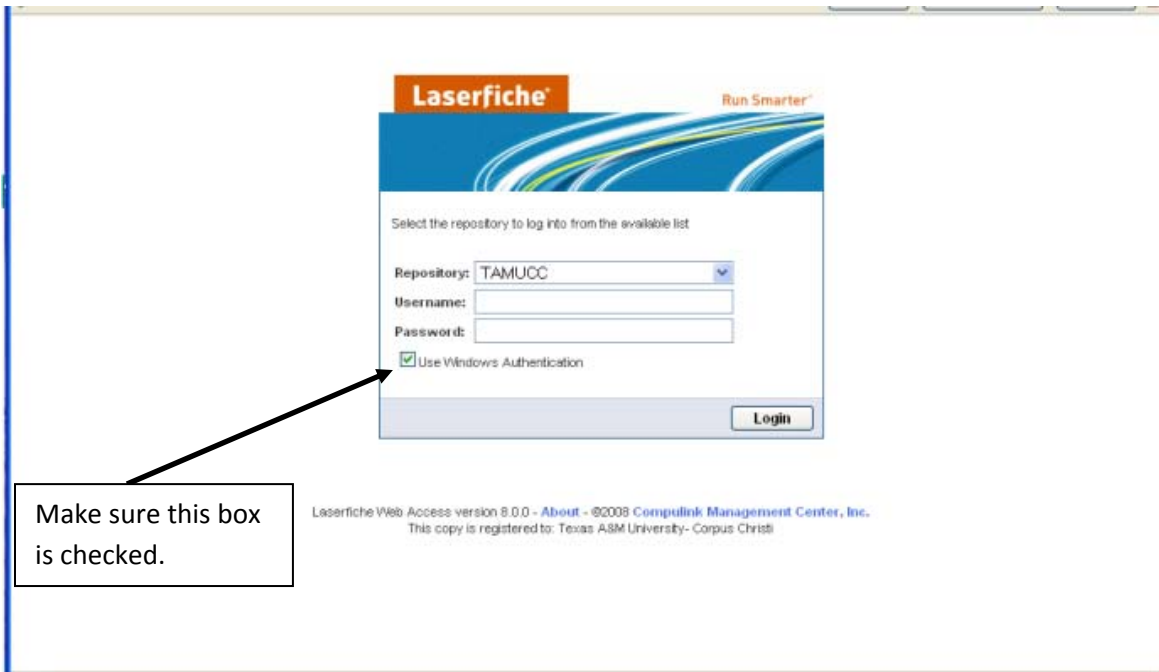
Password: xxxssssxxx

Select OK to continue.

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



Next, you will see the Laserfiche Login block.



DO NOT TYPE ANYTHING HERE.

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.