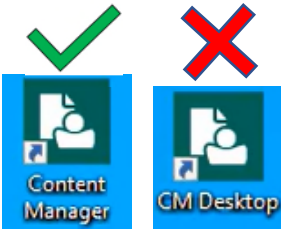




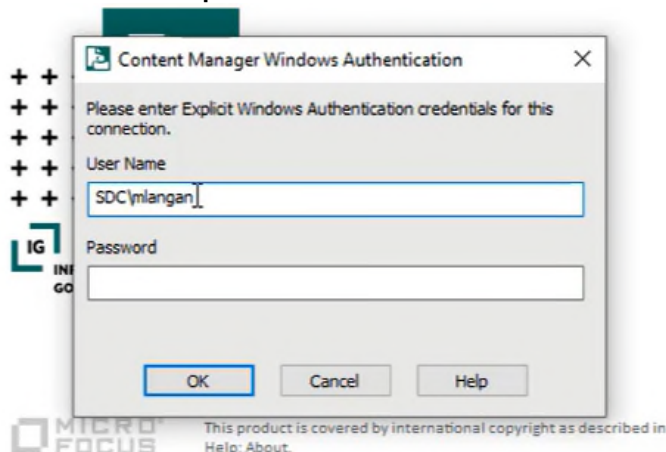
Logging into Content Manager 9.3

To log onto Content Manager, **Double click** on the “Content Manager” icon. You may notice two similar icons on your desktop, “Content Manager” and “CM Desktop” – be sure to use the “Content Manager” application.



If you don't see it on your desktop, use your computer's search bar to find it.

After opening Content Manager, a window may pop up and you should see your username. If your name is not there and you are unsure of what your username is, please reach out to the ORMS helpdesk and they can assist.



Enter your password and **click** okay. A “tip of the day” window may pop up, which you should close.

In the bottom right-hand corner of the application, you should see your **name**, the **dataset**, and the **workgroup URL**. This is how we know you are successfully connected. If you ever see anything different than your username, please reach out to the ORMS Support Desk for assistance.