

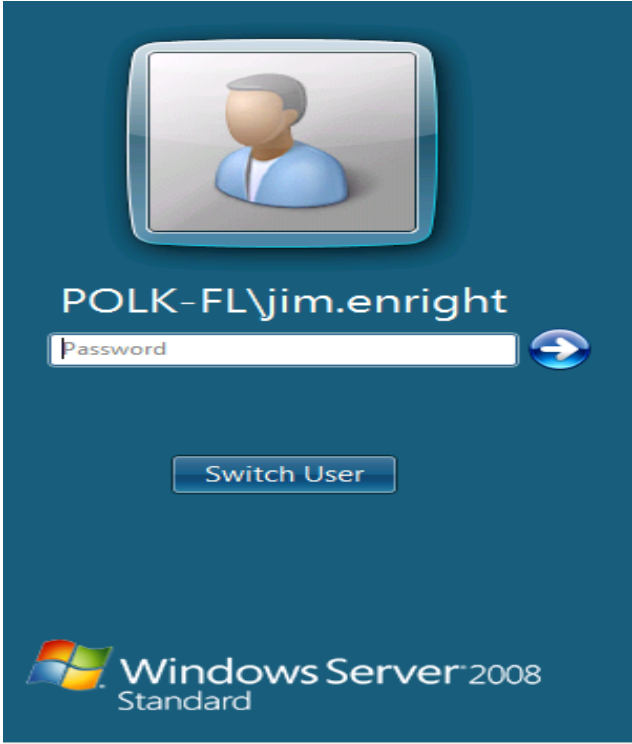
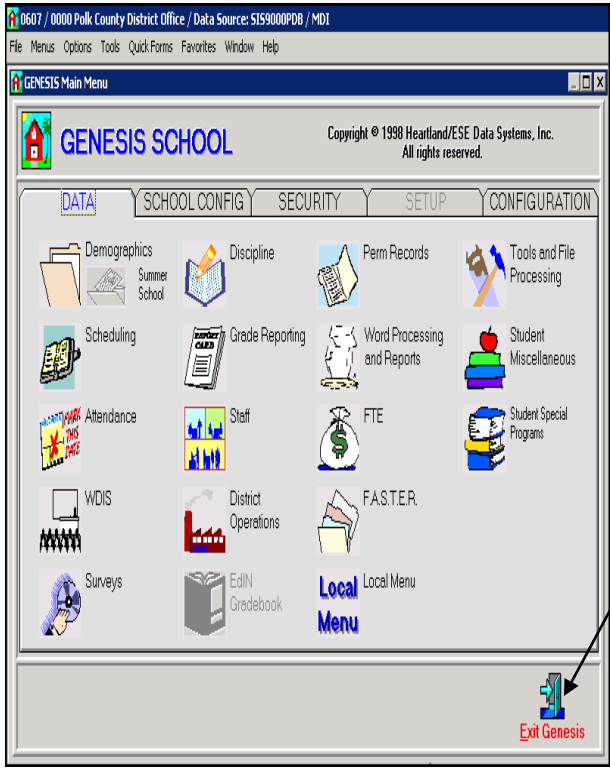


Genesis Log On and Log Off Procedures

Steps	Screen Displayed	Procedures
1		<p><u>To Logon to Genesis:</u></p> <p>The Genesis.rdp icon is displayed on your Desktop.</p> <ul style="list-style-type: none"> • <i>Double Click</i> on the Genesis.rdp icon.
2		<p>The Windows Server 2008 screen is displayed.</p> <ul style="list-style-type: none"> • <i>Click</i> on the POLK-FL\ username icon. <p><u>Note:</u> If this is your first time logon, you will be required to put in your entire email address. (<i>firstname.lastname @polk-fl.net</i>). After first time logon, only your password is required at the POLK-FL\ username icon shown in the next step.</p>

Genesis Logon Procedure

Steps	Screen Displayed	Procedures
3		<p>The password field is displayed.</p> <ul style="list-style-type: none"> Type your Password in the space provided (same password used for Outlook) and hit enter.
4		<p>You are now logged onto Genesis and the Genesis School Menu is displayed.</p> <p>The Icons and Folders designate different areas in Genesis.</p> <p><u>Log Off Procedures:</u></p> <ul style="list-style-type: none"> Click the Exit Genesis icon

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