




Login and Logout

1.	<p>To access the STEP system, you must have Internet access.</p> <p>Open your web browser.</p> <p>Type in myhenrico.org in the <i>address</i> bar and press the ENTER key on your keyboard.</p>
2.	<p>To be sure only authorized users have access to the STEP system, each time you log in, you are required to enter your unique username and password.</p> <p>In this lesson a sample username is provided.</p> <p>Type SAM01 in the USERNAME field.</p>
3.	<p>Each time you log into the STEP system, you will be required to enter your unique password.</p> <p>As you type your password into the field, each character will appear as an asterisk(*) or a dot. This is to make sure your password stays private.</p> <p>In this lesson, a sample password is provided.</p> <p>Type welcome1 in the PASSWORD field.</p>
4.	<p>Clicking on the LOGIN button allows you entrance into the STEP system.</p> <p>Click on LOGIN.</p> 
5.	<p>The STEP system prompts each new user to change their initial password. This only occurs the first time you log into the system.</p> <p>For this lesson, use the password below.</p> <p>Type welcome1 in the CURRENT PASSWORD field.</p>
6.	<p>The most efficient way to move the cursor from one field to the next is to use the [TAB] key on your keyboard.</p> <p>In this lesson, pressing the [TAB] key is not required to move on to the next step.</p>
7.	<p>When you create a new password be sure the format is correct.</p> <p>For this lesson, use the password below:</p> <p>Type password in the NEW PASSWORD field.</p>
8.	<p>Retype the new password in the RE-ENTER NEW PASSWORD field to make sure you entered it correctly.</p> <p>Type password in the RE-ENTER NEW PASSWORD field.</p>

9.	<p>Clicking on the APPLY button changes the password.</p> <p>Click on APPLY.</p> 
10.	<p>This is the <i>Home Page</i> for the STEP Application. It is designed so your responsibilities are listed in the left portion of the <i>Navigator region</i>.</p>
11.	<p>Click on the LOGOUT button to exit the STEP system.</p> 
12.	<p>Congratulations!</p> <p>In this lesson, you successfully completed the steps to log into the STEP system, change your password, and log out of the STEP system.</p>