MANUAL DMS
For board members
STUDENT UNION – Sports & Culture
2015 - 2016

When working your way through the manual, you will frequently need to carry out certain actions. Whenever a task is at hand, this is indicated in the following manner: references to text and/or buttons on screens are printed in *italics*, data that you have to enter yourself is printed in **bold**.

Log in to DMS client

Step 1: Log in to remote desktop

- Connect to VPN Eduroam when not at the University.
- Start *Microsoft Remote Desktop*.
- Double click the connection to connect to the remote desktop.
Step 2: Log in to DMS

- Open DMS from Start Menu.
- Select your organization from the Site dropdown menu.
- In the field Username, select the Secretaris account.
- In the field Password, enter the corresponding password.
- Click OK.