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 of the UT 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.