Gold Bridge Partners, Inc.

Logging in to the Virtual Office

Documentation for Virtual Office version 2.0

Introduction

This document shows how to log into the Virtual Office System and gives requirements and recommendations for using the Virtual Office.

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System Requirements and Recommendations

The Virtual Office 2.0 system was initially tested using Firefox (Mozilla) version 1.0 and Internet Explorer version 6.0. Newer versions of Firefox and IE are also compatible with the site. If you use an earlier version of Internet Explorer, a different browser, or a mobile device, certain site functions may not work, cookies may become disabled, screen sizing may be troublesome, and you may not be able to update the database.

The Virtual Office system will work with any workstation that meets the following requirements:

- A computer running Windows (Versions 95 or higher) or Macintosh OS (Versions 10.1 or higher)
- An Internet connection with web access
- A web browser that supports HTML 4.0 and CSS 2.0
- Screen resolution must be set to 800x600 or higher (see note below **)
- JavaScript must be enabled in your web browser
- Cascading Style Sheets must be enabled
- Cookies must be enabled
- 128 Bit encryption must be supported

** Along with the majority of web sites on the Internet, the Virtual Office web site was designed for screen resolutions of no less than 800x600 pixels. Most 15-inch and larger monitors can handle this resolution without issue and without the user having difficulty seeing text on the screen. If you do not know how to change your screen resolution, contact your IT department or

computer support technician for assistance. The site will function at lower resolutions, but you will have to scroll to see off-screen information.

How to log into the Virtual Office System

From the CSPN website, click the Agency Login link, (see A below)

The "**Login**" page will be displayed.

- Enter your User Name and Password and click Login.

Attention! Your password is **case-sensitive**, so "**mydogskip7**" is not the same as "**MyDogSkip7**." If you have trouble logging in, make sure your password is correct, and check the status of your **CAPS LOCK** key on your keyboard.

Forgotten Password

If you have forgotten your password, click the "**Forget your password?"** link. For more information on this topic, please see the **"I Forgot My Password"** document available on the login screen.

Change Expired Password

If your password has expired, you will be directed to the Change Password Screen (Example **B**). To change your password:

1. **Type** your **User Name** into the first field**.**

2. **Type** your **Current Password** into the second field. (This is a security feature to protect your account.)

3. **Type** your **New Password** into the third and fourth fields.

4. **Click** the **Change Password** button.

Attention!

Your password must meet the requirements listed on the screen. For example, if "Password must contain at least six characters" is one of the requirements "dog" is not a valid password.

If you have trouble logging in or changing your password, you may contact your site's Administrator for assistance.