

Polaris Logon

Step 1



Double Click on the icon

If you do not have this icon on your Desktop

Go to Start Menu → Accessories → Remote Desktop Connection → Press Enter

Tip:

To create a short cut on the Desktop: Start Menu → Accessories → Remote Desktop Connection → Right Click your mouse → Remote Desktop Connection → Create Shortcut.

Click and Drag to Desktop

Step 2

Click on the “Remote Desktop Connection” Icon
Enter Computer name or IP address

Click on the Options

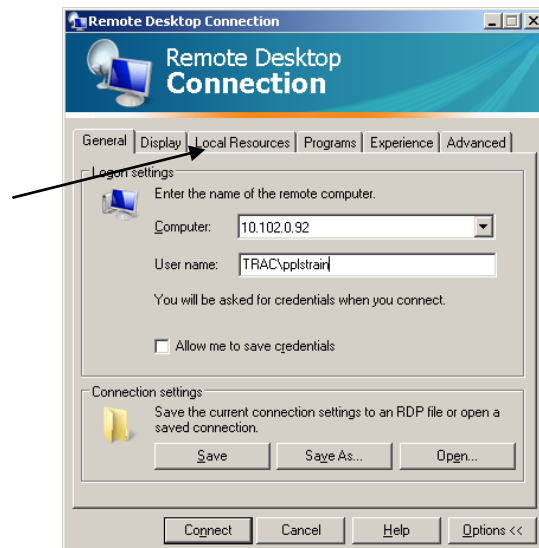


Step 3:

The Remote Desktop Connection Window will expand.

You will see the User name if not enter the user name

For e.g. TRAC\pplstrain



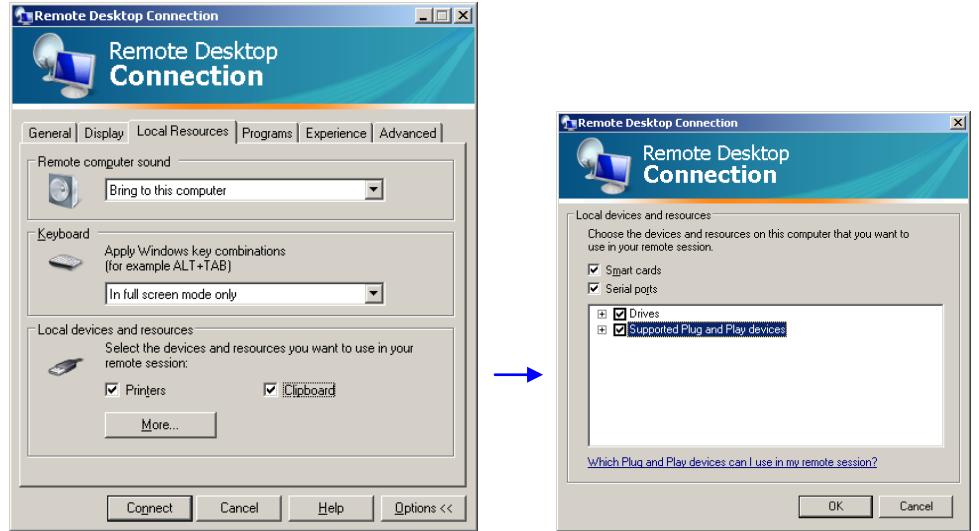
Log On to Polaris

Step 4:

Under the “Local Resources” make sure Printer and Clipboard boxes are checked off.

Click on “More”
Make sure that all the boxes are checked and click “ok”

Click on “General” Tab
Click on “Save”
Click on “Connect”

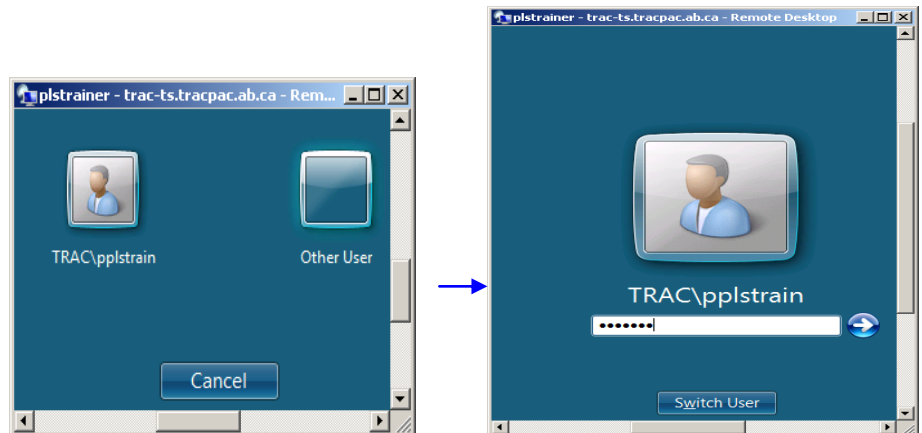


How to Log On to Polaris

Step 5:

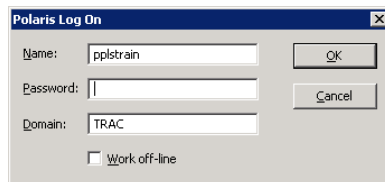
You should see the 2 icons.
Click on the one with your name.

If you don't see your name
Click on the “Other User”
Enter your password



Step 6:

Enter your password



You're logged on to Polaris 😊

