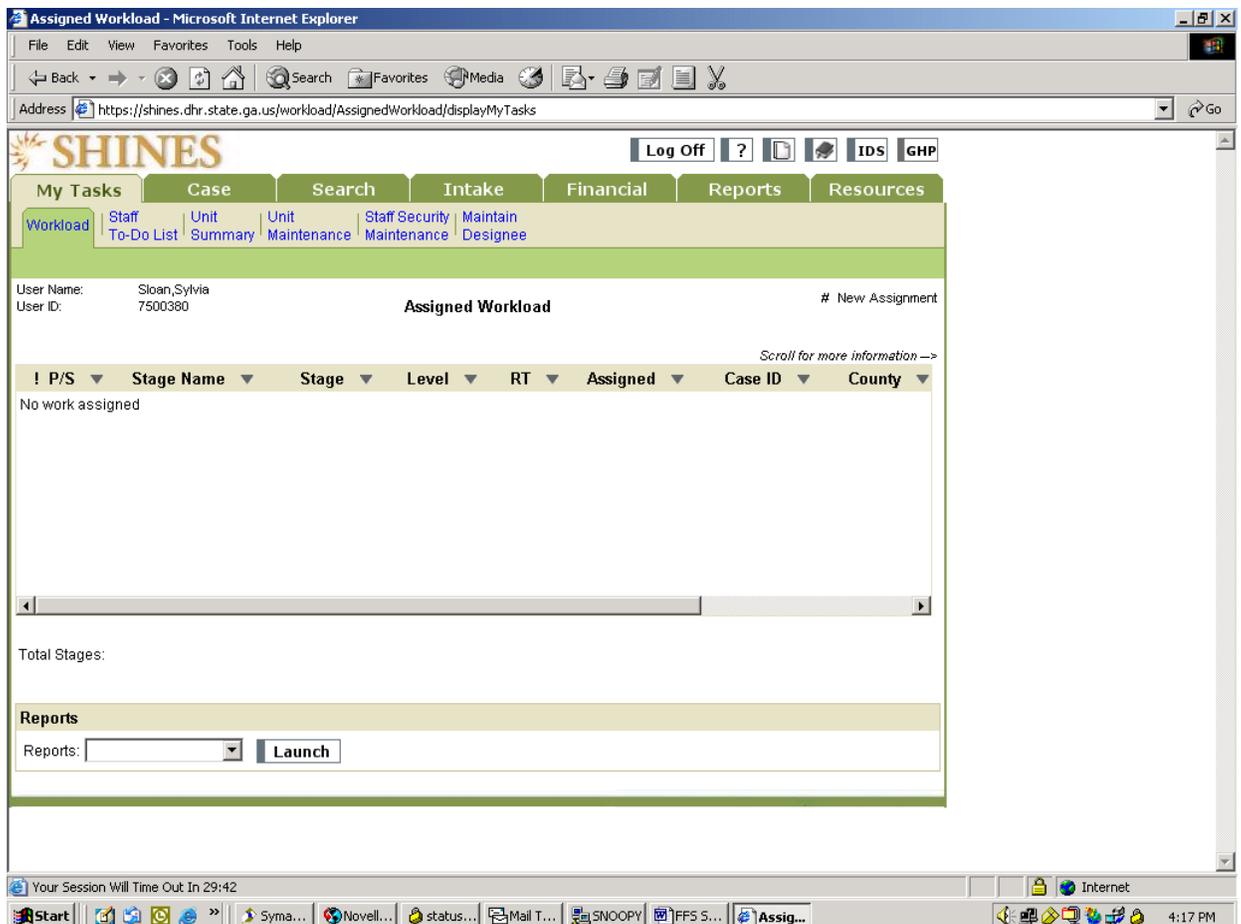


LOG in on SHINES Training Site

- B.** Log-In on a SMI computer. Stare office computers, skip to Step 5.
1. Click on the VPN icon.
 2. Enter User ID (should be Groupwise name, i.e., sdsloan@dhr.state.ga.us)
 3. Enter Password.
 4. Click 'Continue' button.
 5. Click on Internet Explorer icon.
 6. In address section at top of page, enter <https://shines.dhr.state.ga.us>
 7. Save as a Favorite or add as an ICON in Window.
 8. Enter SHINES ID (should be same as Groupwise above, with @dhr.state.ga.us).
 9. Enter Password (same as VPN password).
 - 10.1st Page shown is Assigned Workload. This should state "No work Assigned".



B. Log off. This could be at end of work, or SHINES times out.

1. Click Log Off button at top of SHINES page. Do not close SHINES by using X button.
2. If Shines has timed out after 30 minutes without being used, the log-off and then logging back on will take you back to the screen user was at.