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 <u>https://shines.dhr.state.ga.us</u>
- 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).
- **10.1**st Page shown is Assigned Workload. This should state "No work Assigned".

🖓 Assigned Workload - Microsoft Internet Explorer		_ 8 ×
File Edit View Favorites Tools Help		-
Address @ https://shines.dhr.state.ga.us/workload/AssignedWorkload/displayMyTasks	-	j ∂‰
3 STIINES		
My Tasks Case Search Intake Financial Reports Resources		
Workload Joan Onit Onit Stan Security Maintain To-Do List Summary Maintenance Maintenance Designee		
User Name: Sloan, Sylvia # New Assignment User ID: 7500380 # New Assignment		
Scroll for more information>		
! P/S ▼ Stage Name ▼ Stage ▼ Level ▼ RT ▼ Assigned ▼ Case ID ▼ County ▼		
No work assigned		
Total Stages:		
Reports		
Reports: Launch		
		-
Your Session Will Time Out In 29:42	Internet	
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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 logoff and then logging back on will take you back to the screen user was at.