SECTION 13.01
HOW TO LOGIN TO LASERFICHE

LOGIN PROCEDURES

To log in to the LASERFICHE Website, using Internet Explorer, go to //laserfiche.fw.tamucc.edu/

You will see this welcome page with Internet Explorer.

Next, scroll down and click on the “Continue to Laserfiche” link.
Next, you will get a login box. Your user name will be "tamucc\" followed by your existing Outlook login name. Your password will be your existing Outlook password.

For example:

**User Name:** tamucc\asmith

**Password:** xxxssssxxxx

Select OK to continue.

You may see the following LOGIN box instead of the one above. Login the same as above.
Next, you will see the Laserfiche Login block.

[Image of Laserfiche Login block]

Make sure this box is checked.

DO NOT TYPE ANYTHING HERE.
Make sure the Use Windows Authentication button is checked. Then click: Login

The Laserfiche Web Access page will open up next.

You are now logged into Laserfiche.