

Logging on and off

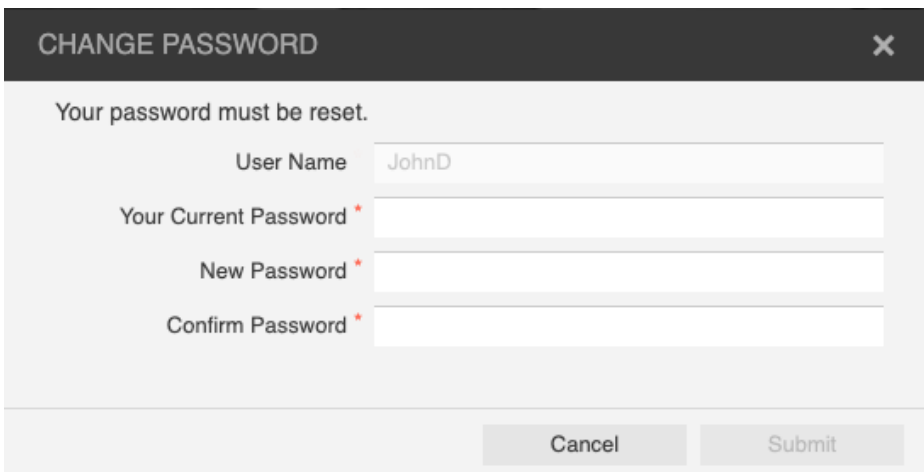
1. Open a web browser, and type the address (URL) of the Prepress Portal server.



The image shows the login interface of the KODAK InSite Prepress Portal. The title "KODAK InSite Prepress Portal" is at the top in red and white. Below it are three input fields: a username field containing "JohnD", a password field with masked characters, and a language dropdown menu set to "English". There is a "Remember me on this computer" checkbox below the language field. A yellow "Login" button is positioned to the right of the input fields. At the bottom right, there are two links: "System Diagnostics" and "Forgot Your Password?".

2. Type your user name and password, select a language, and click **Login**.

Note: New and forgotten password users are required to reset their password during first login attempt. In the **Change Password** dialog, enter your current password, enter your new password then click the **Submit** button. Proceed to login using your new password.



The image shows a "CHANGE PASSWORD" dialog box. The title bar says "CHANGE PASSWORD" with a close button (X). The main text says "Your password must be reset." Below this are four input fields: "User Name" (containing "JohnD"), "Your Current Password *" (with a red asterisk), "New Password *" (with a red asterisk), and "Confirm Password *" (with a red asterisk). At the bottom right are two buttons: "Cancel" and "Submit".

3. The Kodak InSite Prepress Portal main window appears.
4. To log off, click **Logout** in the top-right corner of the toolbar.

