

# Logging In and Out

Web Link requires users to log in with a User ID and password to access the module. The Business Office needs to assign each Web Link user a unique User ID within the School Accounting System. When your Web Link session is complete, you need to log out of the module. The Logout option allows a user to exit Web Link. All users should always exit Web Link properly by clicking the Logout option to ensure the user ID does not get "locked" by the system (act as though the user is still logged in).

## Steps to Log In:

1. At the login screen, enter your ID in the User ID field. See **Diagram A**.
2. Enter the valid password (cannot be blank) in the Password field. Remember the password is case sensitive.

**Note:** If you forgot your password and cannot get into Web Link, a supervisor (in the Business Office) has the ability to reset your password from within the School Accounting System. If your user ID is setup with a "blank" password, either change your password within the School Accounting System if applicable, or contact a supervisor to change your password within the School Accounting System.

3. Click **OK**.

**Note:** If you receive a message stating that your account is locked out, contact the Business Office to have a supervisor "unlock" your user (IP Address).



**Diagram A**

## Steps to Log Out:

1. Be sure to save any changes you made before exiting Web Link.
2. Select **Logout** on the menu bar. See **Diagram B**.

**Important Business Office Information:**  
For questions using Web Link, please contact Carolyn Smith in the Business Office at 605.555.1234.

**Logout**   **Batch Options**   **Employee Check Information**   **Reports**   **Help**

To ensure your User ID is not "locked" by the system, select **Logout** on the menu bar when your Web Link session is complete.

**Note:** The Menu Options available may differ due to the rights of the user.

**Diagram B**