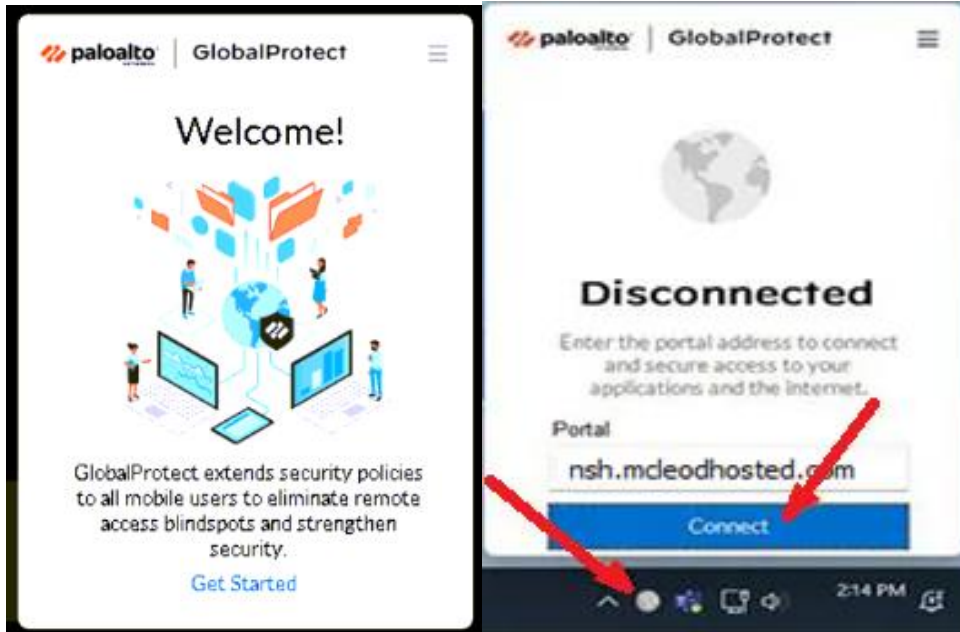


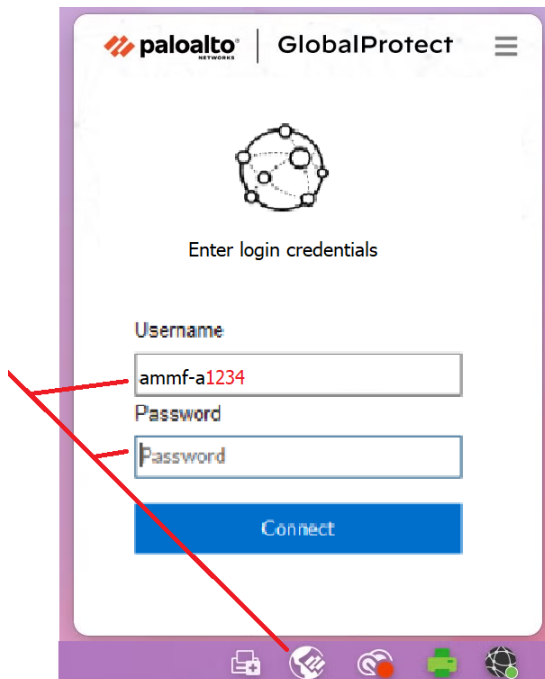
## Steps to Connect to the McLeod System

First step is to ensure that Global Protect is running:

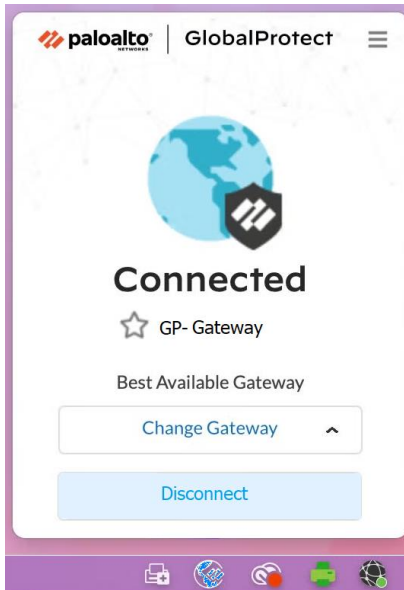
1. **Step 1:** Click on the VPN (GlobalProtect).
2. To log in using the VPN, open the Global Protect application on your computer. You must first log into the VPN before you can access McLeod. Click on the Globe icon on your toolbar.
3. If you are not prompted for a portal address, click “Get Started” and type in “**nsh.mcleodhosted.com**” and click **Connect**.



4. Enter your McLeod username and password. Your username will start with “**ammf-a1234**”
5. Click Connect.

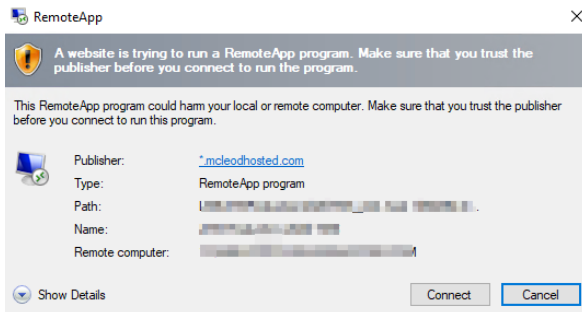


6. You will see Connected and a blue globe, now you are ready to connect to the Admiral Mcleod system.

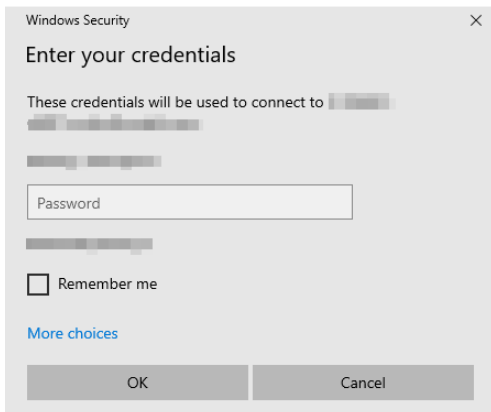


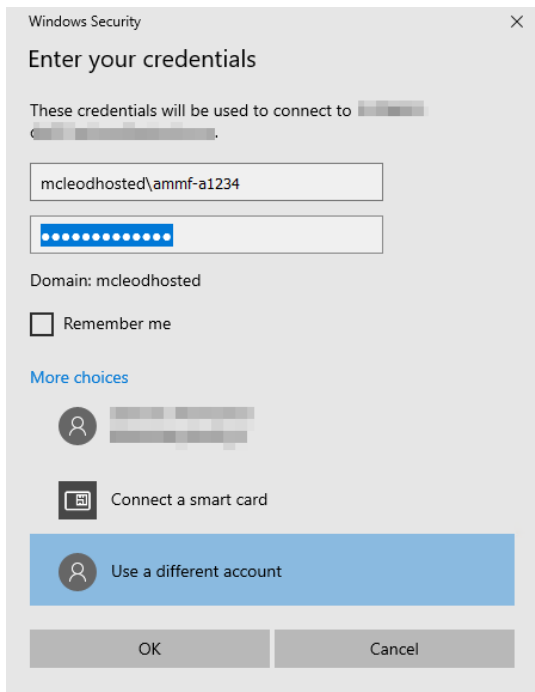
Second step is to launch Mcleod:

1. Open the Admiral PROD or DEV icon in the folder AdmiralPackage.
2. Click 'Connect'



3. If the username does not start with mcleodhosted Click 'More Choices' in blue.





4. Type in your Username; **mcleodhosted\ammf-a1234** and the Password
5. Click 'OK'
6. The McLeod System should launch and open your Order Entry screen.

