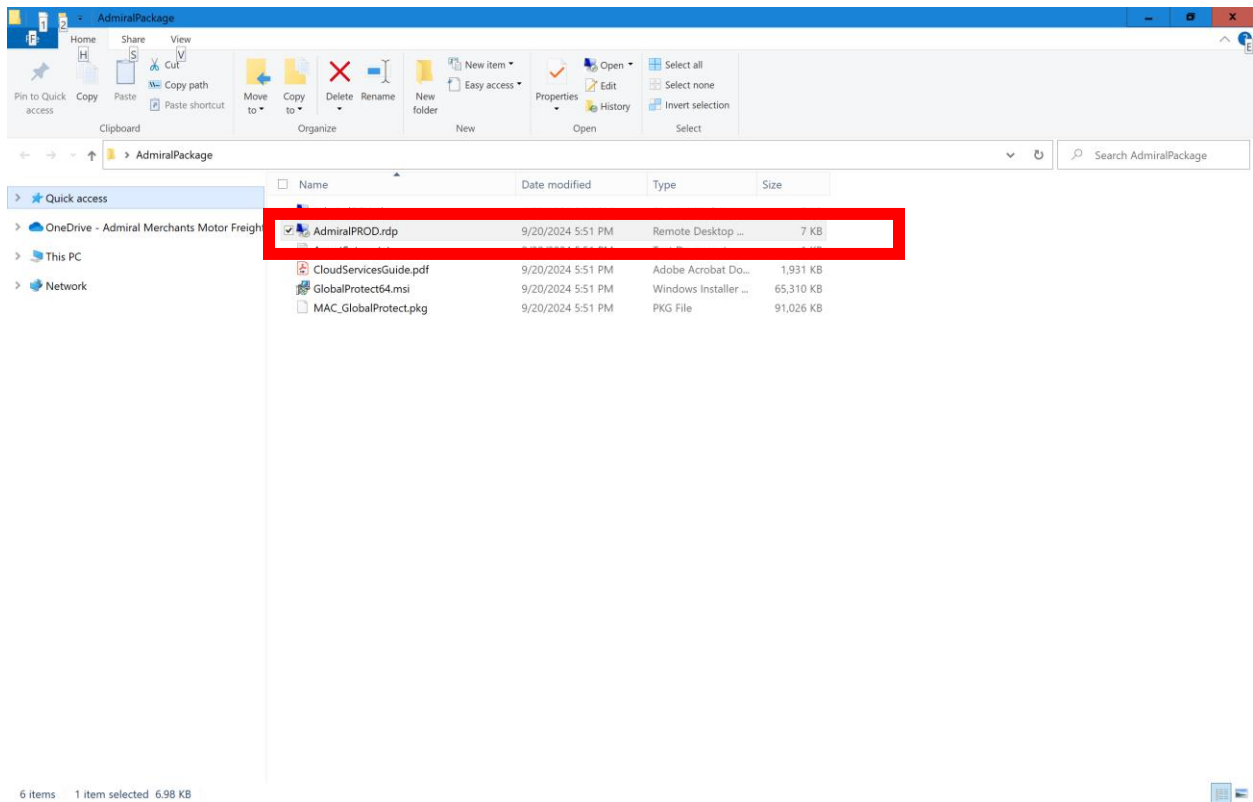


Using PROD in McLeod

When you start your day on Monday, 9/30 you will no longer use the DEV file that was installed on your desktop as we will start using PROD.

Here are the steps to follow:

- 1) Go to the folder that was installed on your computer by the Admiral IT department.
- 2) Click on AdmiralPROD.
- 3) Right click on **AdmiralPROD** and click on **Send to**
- 4) From **Send to** click on **Desktop (Create Shortcut)**
 - a. This will create a button on your Desktop so you can click on it and load McLeod like you do now in DEV. We recommend deleting the DEV button so you do not accidentally use it after 9/30.
- 5) You should now be able to log-in to PROD just as you do DEV.



*Note: Remember, to log-in to McLeod you always need to first log-in to **Global Protect**, the little Globe Icon that was installed on your computer by Admiral IT. Instructions for logging in are in the **Agent Training Guide** document provided.*