

Introduction

This document provides a quick guide explaining how to log in and log out of the One Network system.

Note – this Quick Guide is for the NEO UI

Logging In and Logging Out of the One Network System

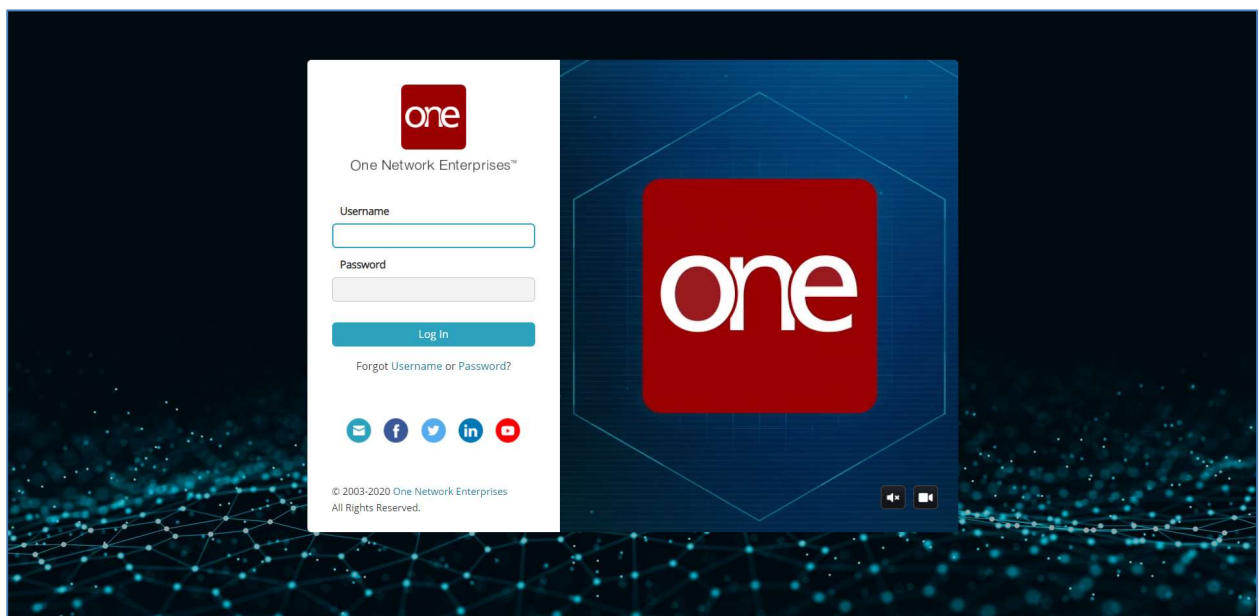
1. Open a web browser window.

Note: You should be using Google Chrome or Microsoft Chromium Edge. You can also use IE 11 but that browser will no longer be supported from the NEO 3.3 release and onwards.

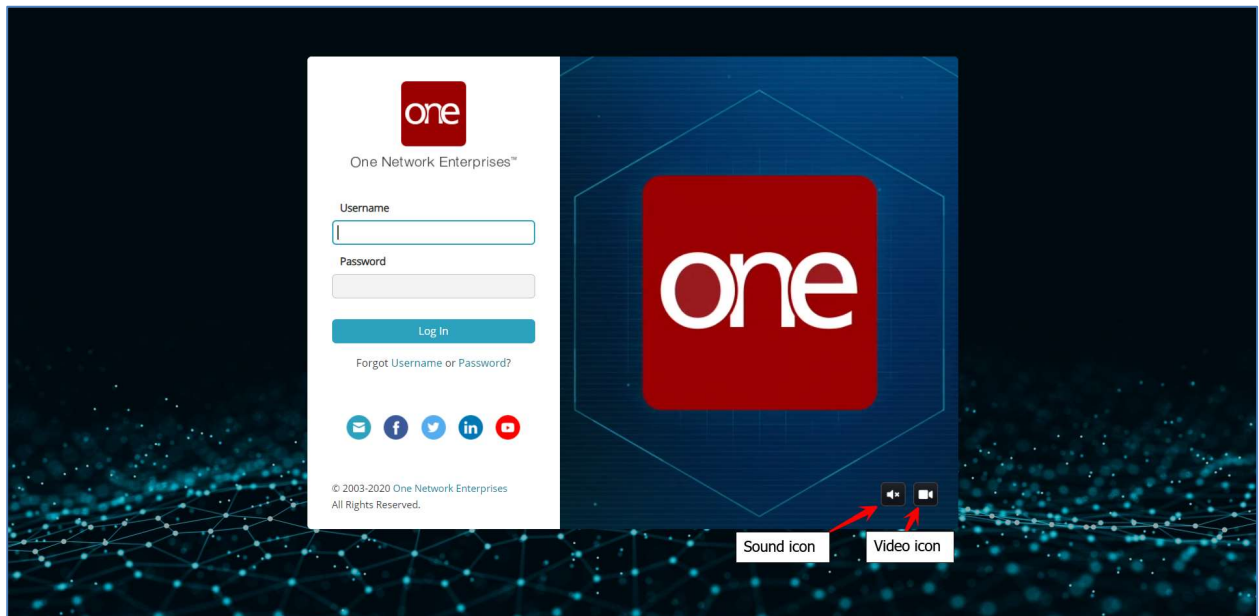
2. In your browser window, enter the following URL and press the **Enter** key on your keyboard:

<https://logon.onenetwork.com>

3. After entering this URL, you will be taken to the **Login** screen for the One Network System.

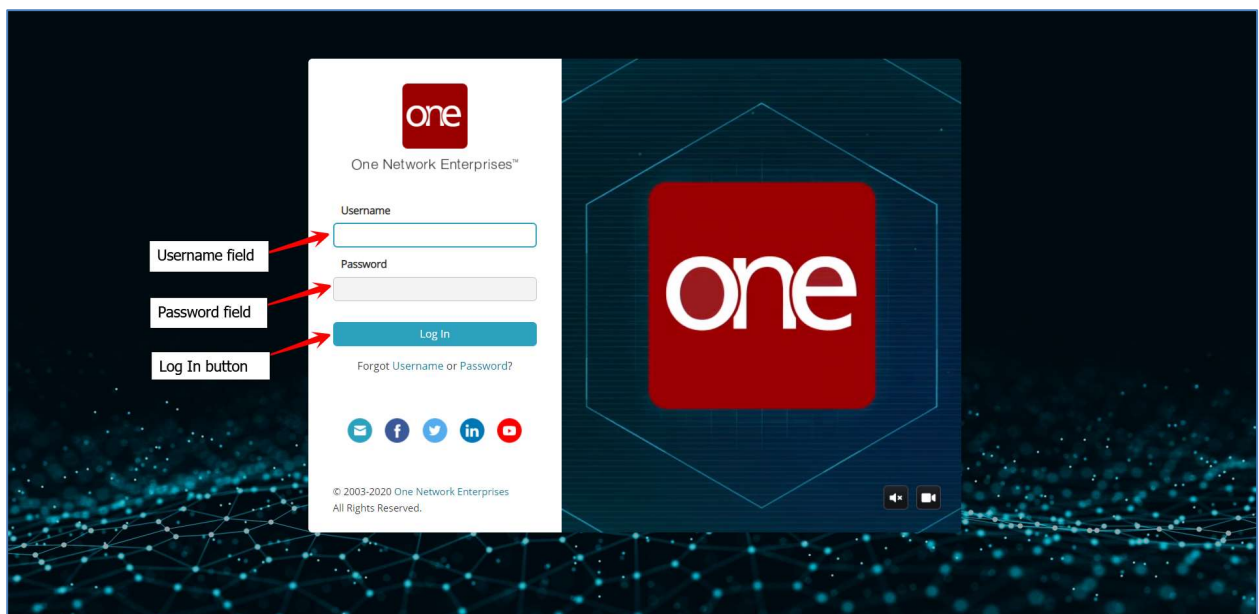


4. The **Login** screen incorporates an animated ONE logo. You can turn the sound off for this animated logo by clicking the sound icon, and you can turn off this animated logo and show a static image by clicking the video icon.

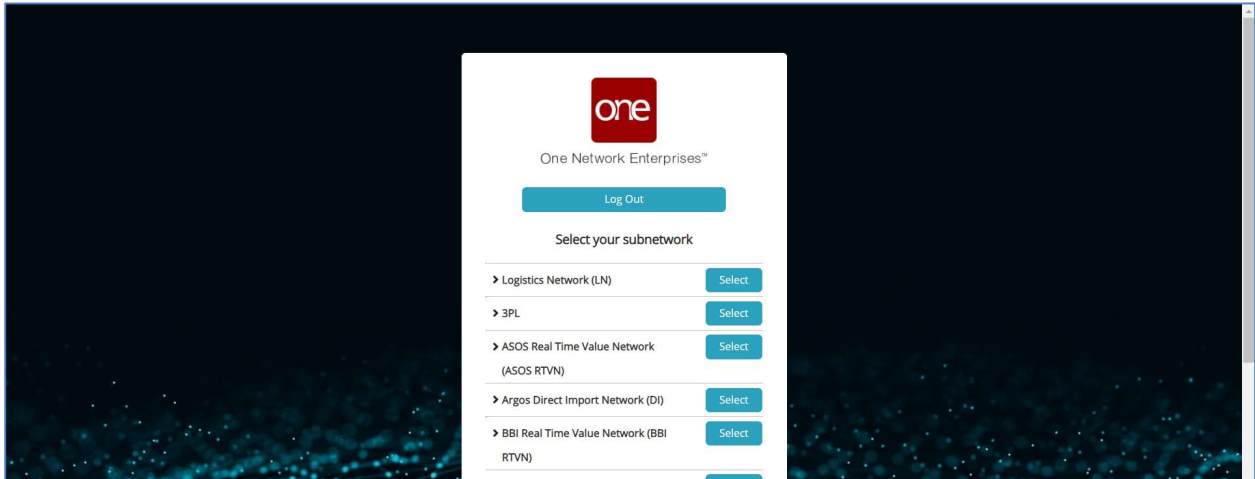


5. To log in, enter your username in the **Username** field and enter your password in the **Password** field and then click the **Log In** button.

Note – both the **Username** and **Password** fields are case sensitive so make sure you enter values in these two fields using the proper upper and lower case.

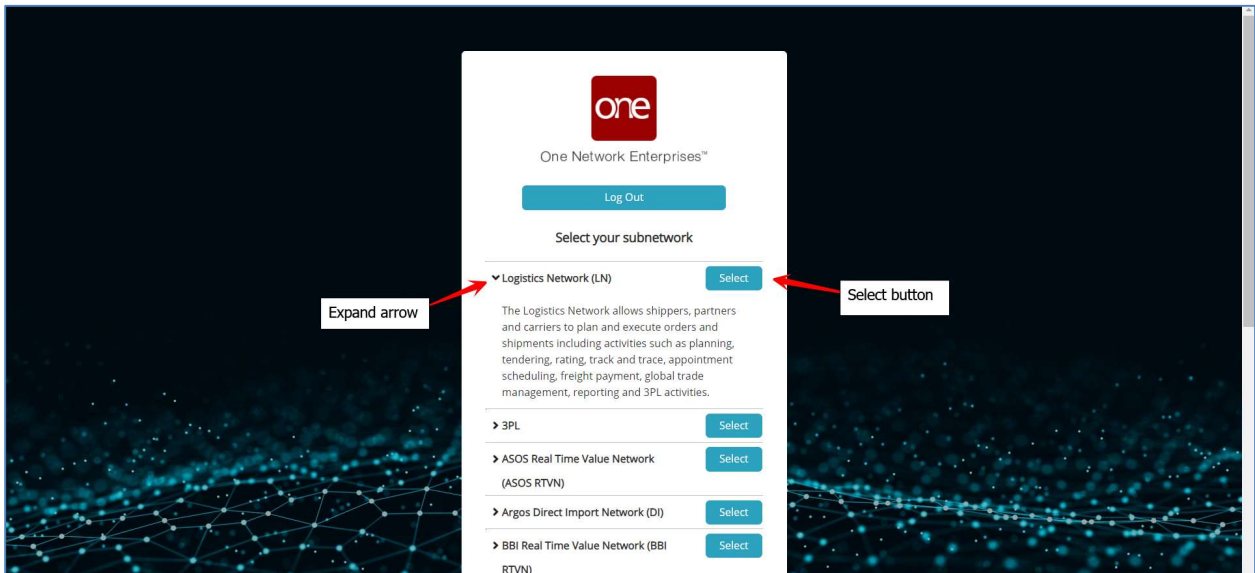


6. If you have access to multiple One Network applications/networks, the **Select your subnetwork** screen will display.

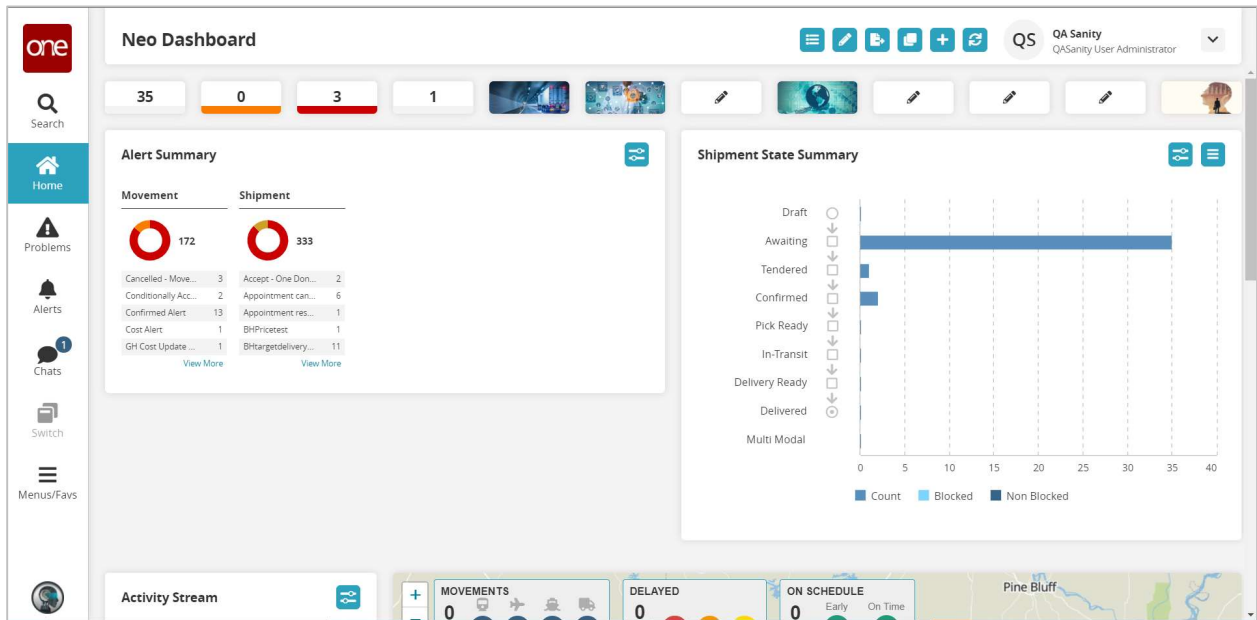


7. Click the **Select** button for the desired application/network.

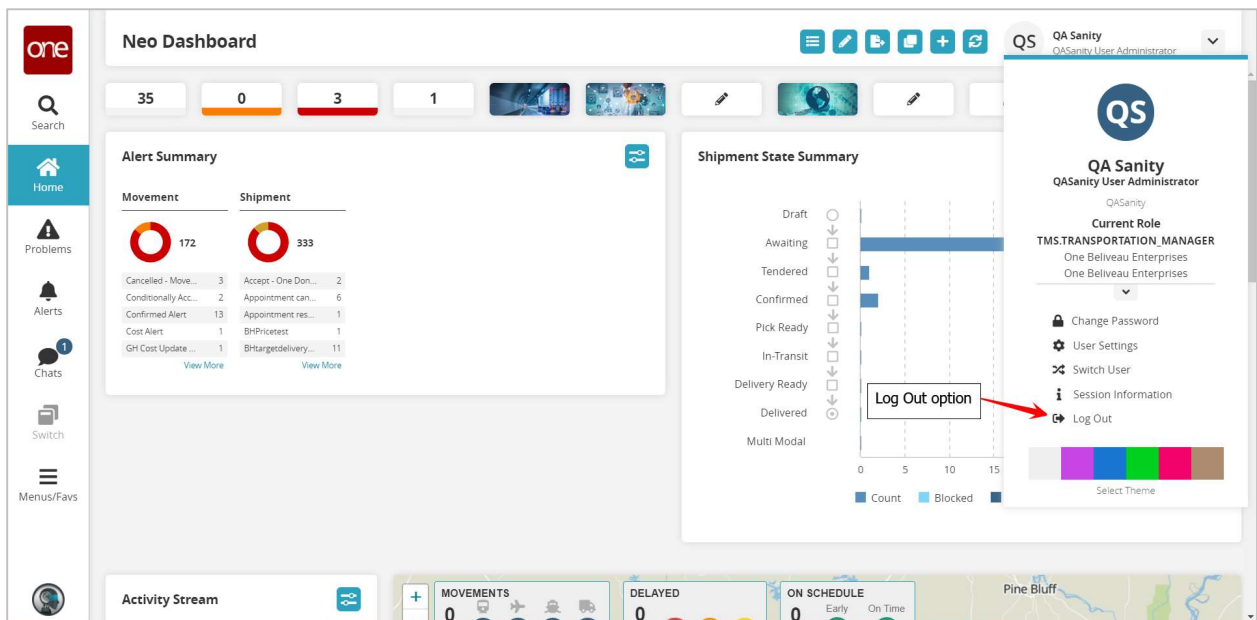
Note – you can click the expand arrow next to a network name to see the description of that network.



8. Once logged in, the main One Network System screen will display with the NEO UI Dashboard.



9. To logout of the system, click on your username in the top right corner of the screen and select the **Log Out** option.



10. A popup window will display for you to confirm you want to logout – click the **Yes** button on the popup.

You will then be successfully logged out of the system.

Note – you can click the **Return to Login** button to return to the **Login** screen.

