

POINT AND CLICK (PNC)

Initial Login

RESET YOUR DEFAULT PASSWORD

- ▶ Click [here](#) to go to the online PNC site
 - ▶ At this site you will need to enter your username and default password
 - ▶ To enter your user name type pointnclick\your A# like this
- ▶ Next enter your default password here
- ▶ Then click “Sign In” or press enter

Point and Click Solutions Hosted Solution

Help

pointnclick\username: pointnclick\A01234567

Password:

Security

Warning: By logging in to this web page, you confirm that this computer complies with your organization's security policy.

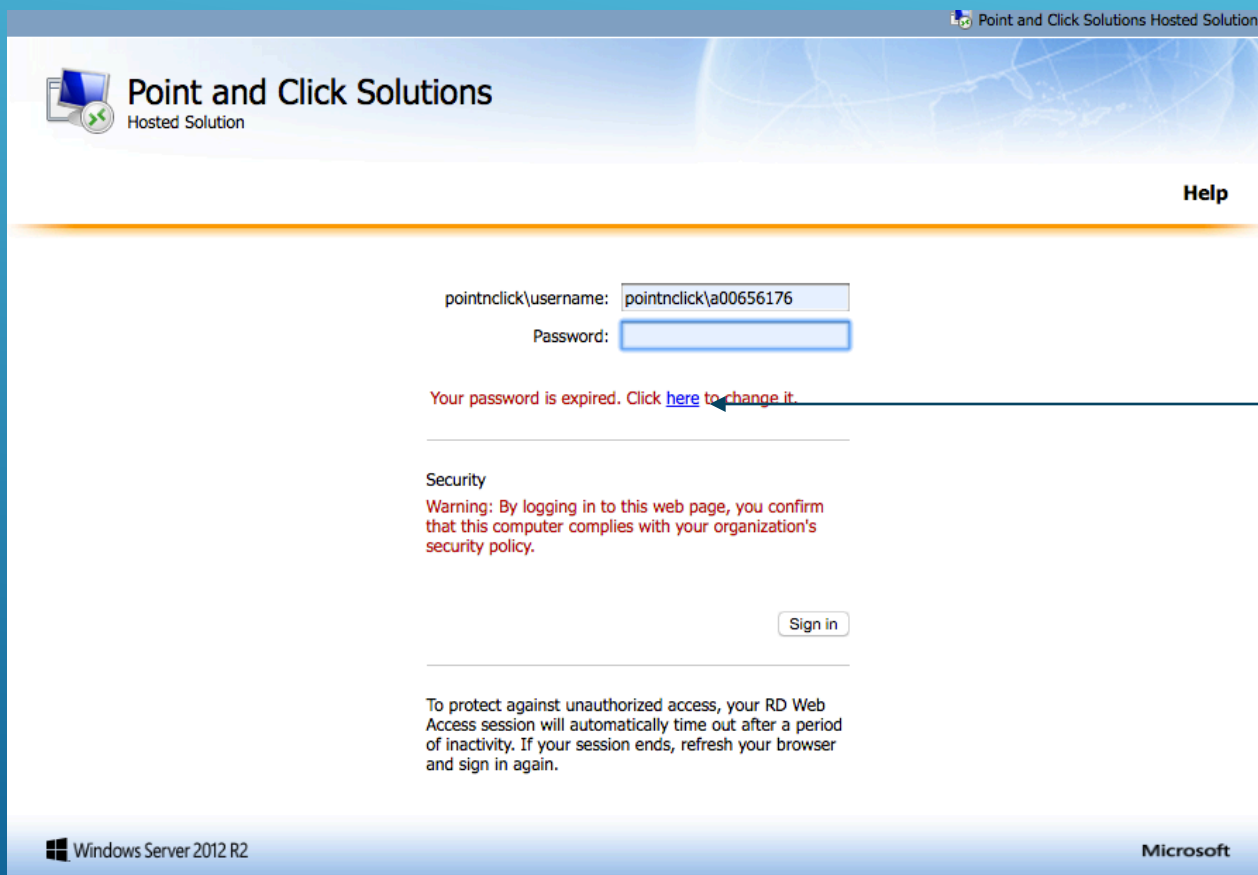
Sign in

To protect against unauthorized access, your RD Web Access session will automatically time out after a period of inactivity. If your session ends, refresh your browser and sign in again.

Windows Server 2012 R2

Microsoft

EXPIRED PASSWORD

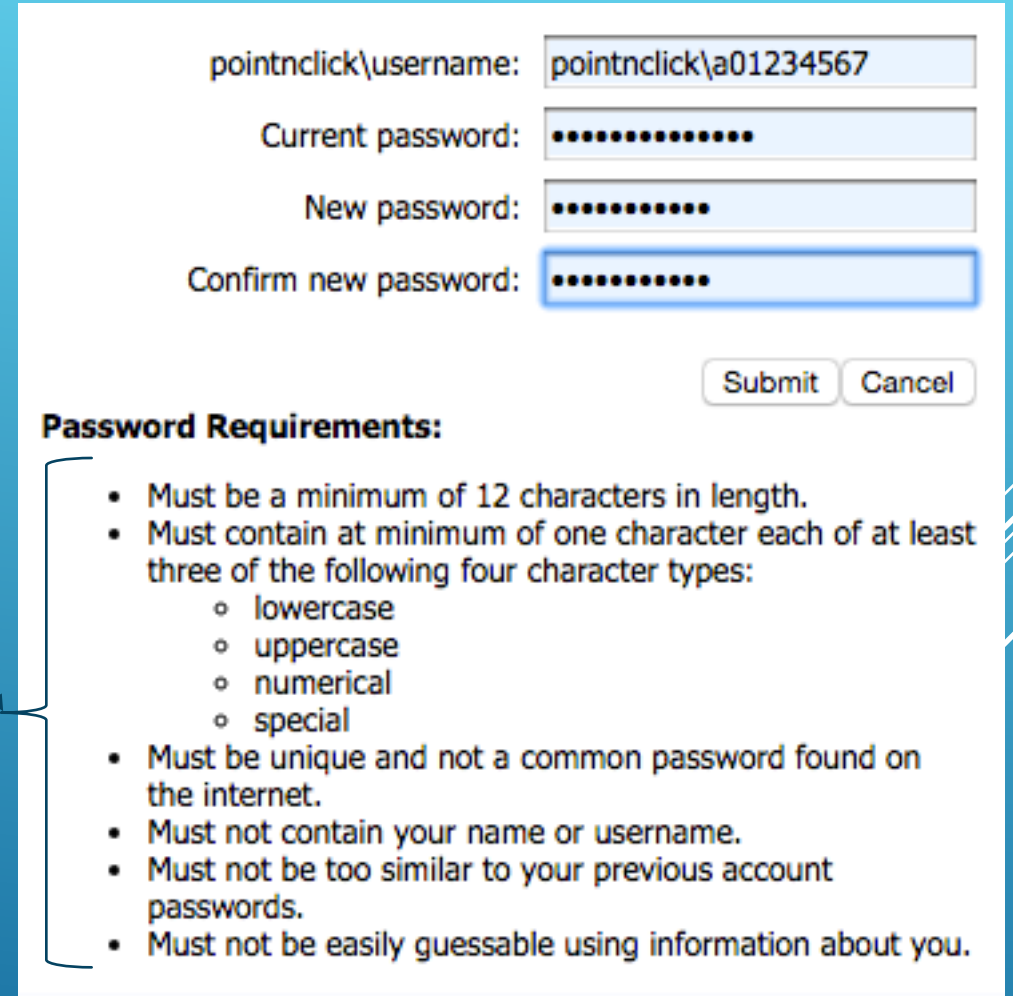


The screenshot shows the login interface for 'Point and Click Solutions Hosted Solution'. The browser title bar reads 'Point and Click Solutions Hosted Solution'. The page header includes the logo and name 'Point and Click Solutions Hosted Solution' on the left and a 'Help' link on the right. The login form contains two input fields: 'pointnclick\username:' with the value 'pointnclick\A00656176' and 'Password:' which is empty. Below the password field, a red error message states: 'Your password is expired. Click [here](#) to change it.' A blue arrow points from the 'here' link to the right. Below the error message is a 'Security' section with a warning: 'Warning: By logging in to this web page, you confirm that this computer complies with your organization's security policy.' A 'Sign in' button is located below the warning. At the bottom of the page, there is a footer with 'Windows Server 2012 R2' on the left and 'Microsoft' on the right.

- ▶ As soon as the default password is entered it expires and you will need to set a new password
- ▶ Click this link to change your password

- ▶ You will see a dialog box that allows you to change your password.
- ▶ Fill in all the boxes appropriately and click the "Submit" Button
- ▶ Remember your username is "pointnclick\A#"
- ▶ Your current password is the default password
- ▶ Make sure your new password meets these requirements and is typed the same in both the "New password" and "Confirm new password" boxes.
- ▶ A message will appear that you have changed your password correctly.
- ▶ Click "OK" and close your Web Browser

CHANGE YOUR PASSWORD



pointnclick\username: pointnclick\A#01234567

Current password:

New password:

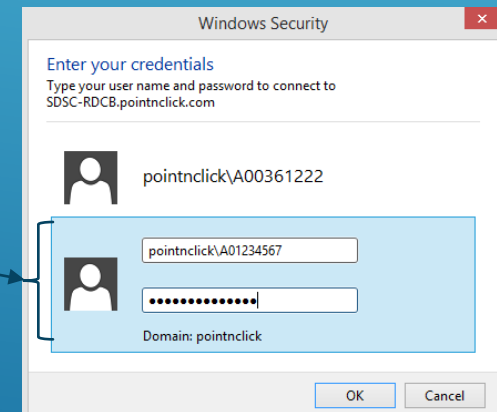
Confirm new password:

Password Requirements:

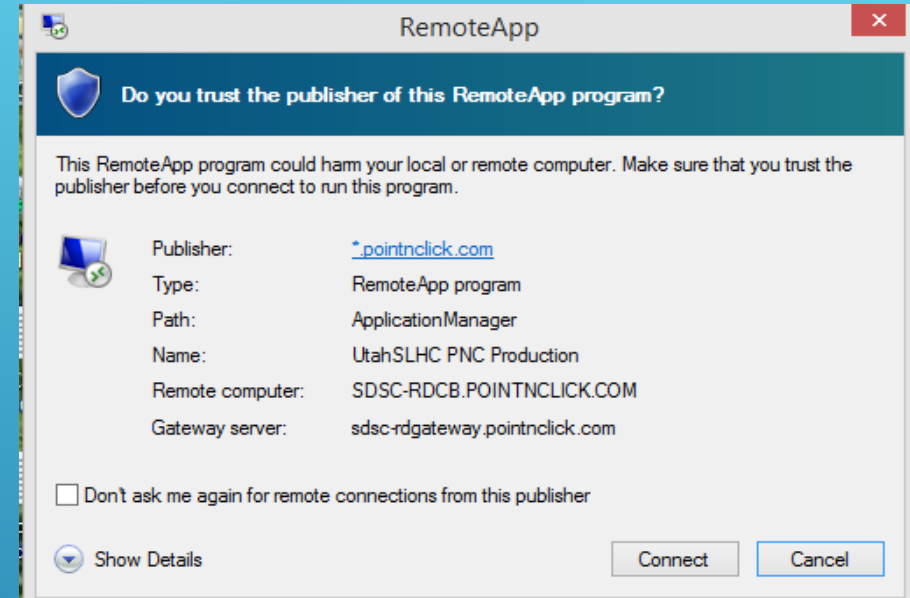
- Must be a minimum of 12 characters in length.
- Must contain at minimum of one character each of at least three of the following four character types:
 - lowercase
 - uppercase
 - numerical
 - special
- Must be unique and not a common password found on the internet.
- Must not contain your name or username.
- Must not be too similar to your previous account passwords.
- Must not be easily guessable using information about you.

USE REMOTE DESKTOP

- ▶ Now you are ready to officially sign in to PNC!
- ▶ To do this:
 - ▶ Double click the remote desktop icon that looks like this
 - ▶ In this dialog box click other user and enter your user name and password here
 - ▶ Your user name is: pointnclick\your A#
 - ▶ Your password is the new password you just set



- ▶ When the this Dialog box appears
- ▶ 1. Check the box that says “Don’t ask me again for remote connections from this publisher”
- ▶ 2. Click the connect button



DO YOU TRUST ME?

OFFICIALLY LOGIN

- ▶ Once you have completed these steps you will see PNC's login.
- ▶ Once again enter your username and password in this box
- ▶ You will then see PNC's start menu. It looks like this

