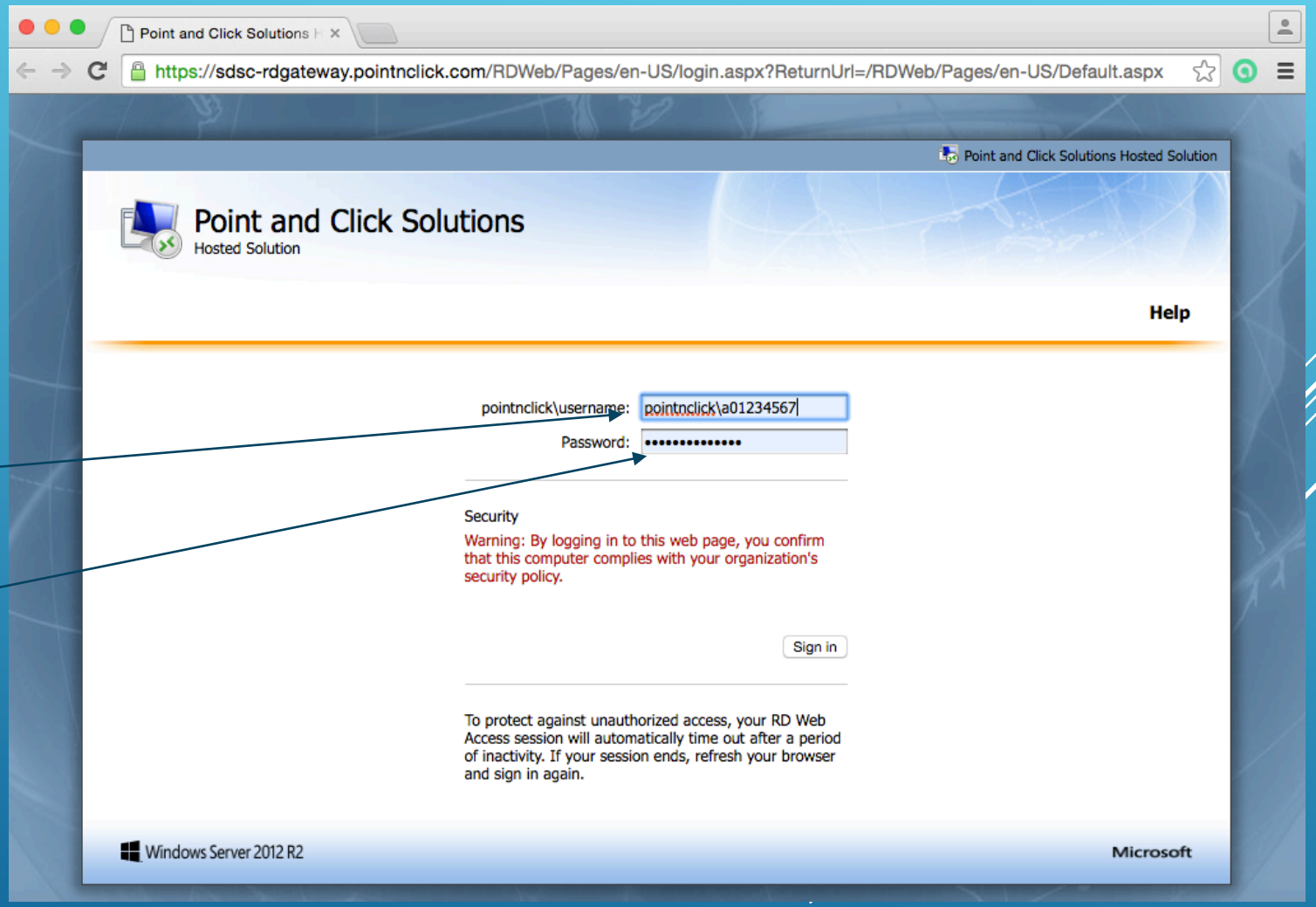
POINT AND CLICK (PNC)

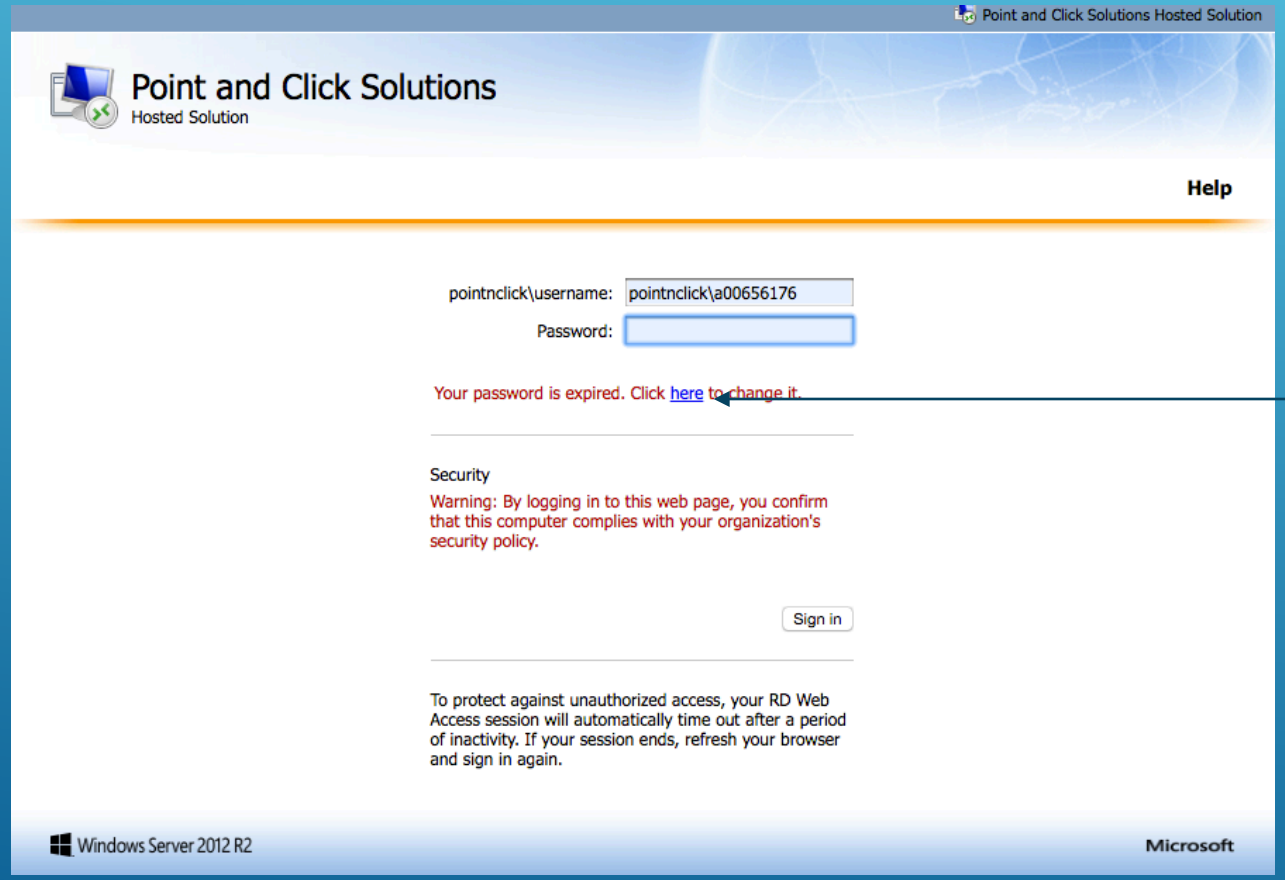
Initial Login

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



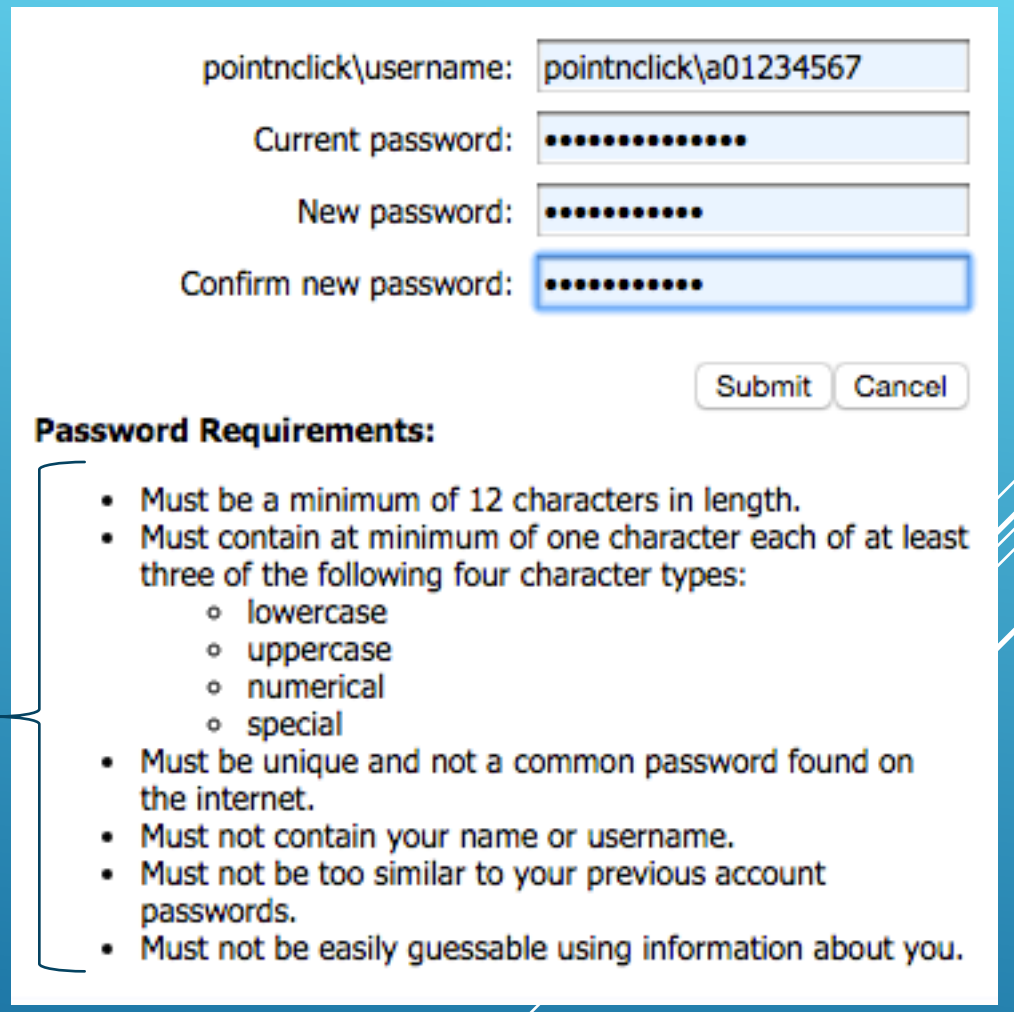
EXPIRED PASSWORD



- 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

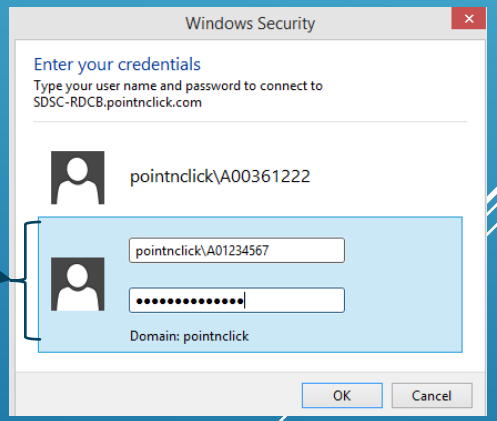
CHANGE YOUR PASSWORD

- 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



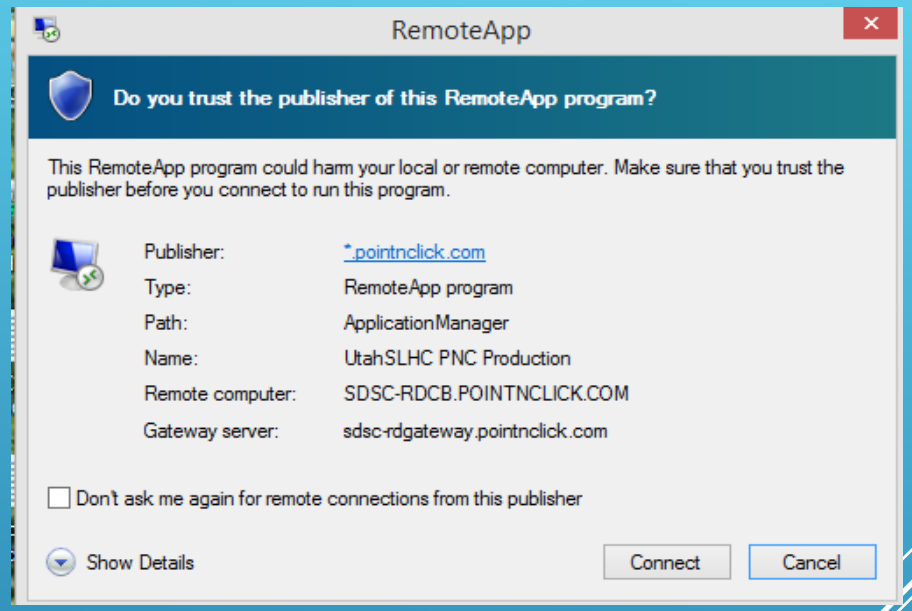
USE REMOTE DESKTOP

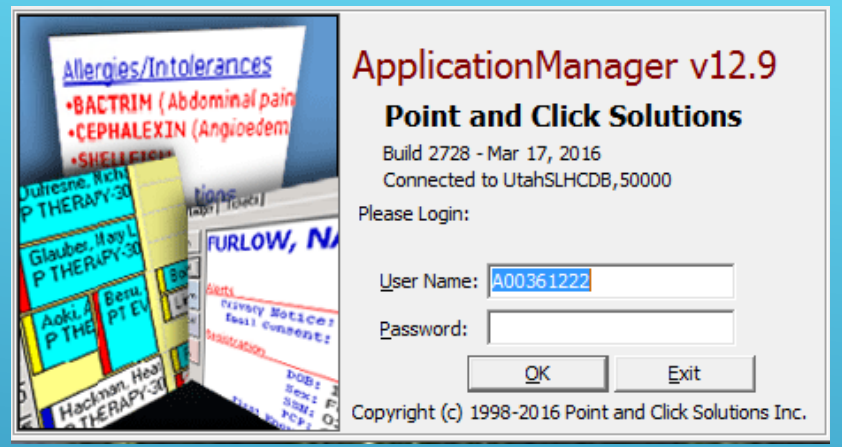
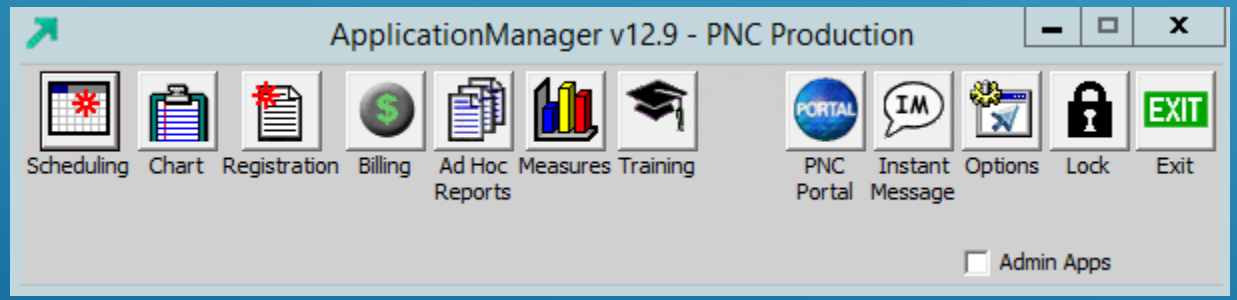
- Now you are ready to officially sign in to PNC!
- To do this:
  - Double click the remote desktop icon that looks like this
  - In this dialog box click other user and enter your user name and password here
    - Your user name is: pointnclick\your A#
    - Your password is the new password you just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



DO YOU TRUST ME?

- 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



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