

## Common Use Login Procedures

### Waking Up the Computer

Move the mouse to wake up your computer...

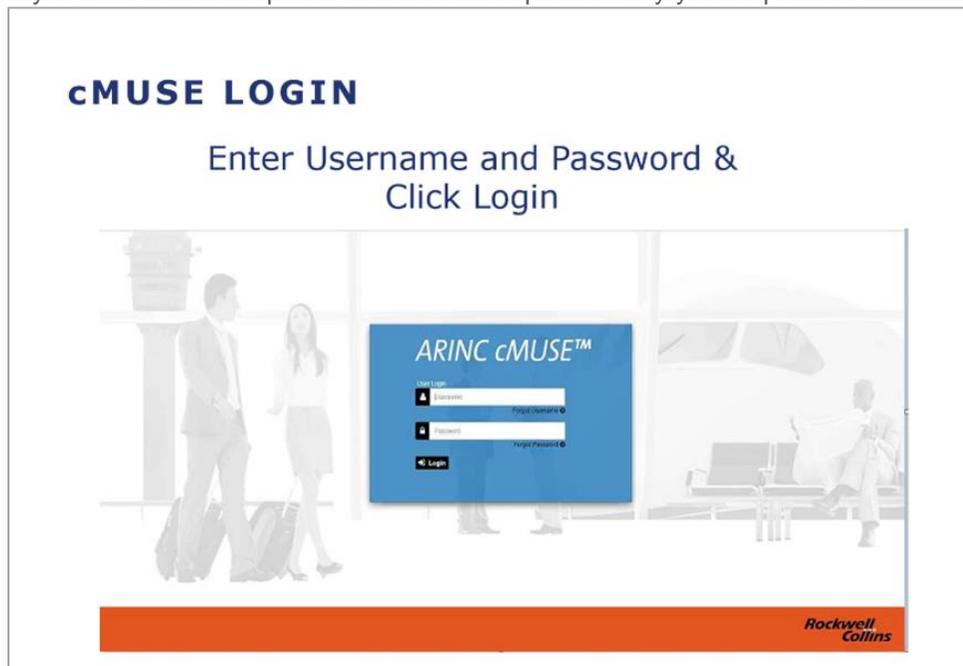
If this does not work, ensure the computer is on by pressing the power button on the tower under the desk.

### cMUSE Login Screen

Once the computer is on and ready for input you will see a screen like this:

***Please allow two to three minutes after getting to the login screen before you log in. The printers and scanners need this time to connect to the computer.***

Login with your username and password credentials provided by your supervisor.



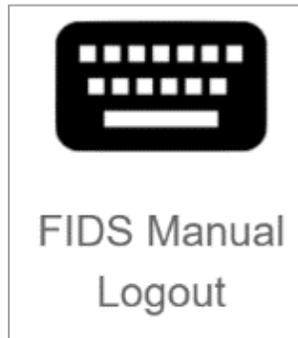
***If you have forgotten your password or are having issues logging in, please advise your supervisor. They have administrator privileges that can unlock your account or reset your password.***

## Common Use Log Out Procedures

### Logout and Close Airline Application

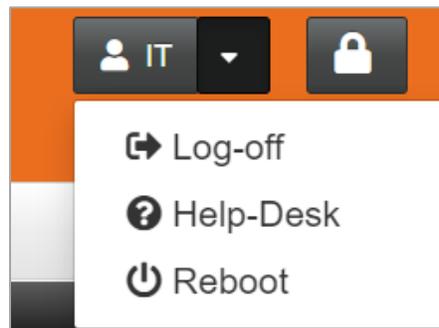
Once logged out of the airline application, the back wall in shared positions should change to the CVG Logo.

If this does not change, click the FIDS manual logout button shown below:



### Log Out of Common Use

Continue by utilizing the logout button in the top right corner. Select the down arrow next to your name, then hit "log-off."



**DO NOT** Use *CTRL+ALT+DEL* to log off. This will require a complete restart for the next person to log in.

**PLEASE NOTE:** If you are at a boarding gate, the back wall of the gate you are at will automatically change two hours before the flight. If there is a delay, the screen may go back to the CVG or Airline logo depending on if it is a common use or leased gate until two hours before the new departure time.

**For any other related questions or concerns, please contact the CVG IT Helpdesk.**