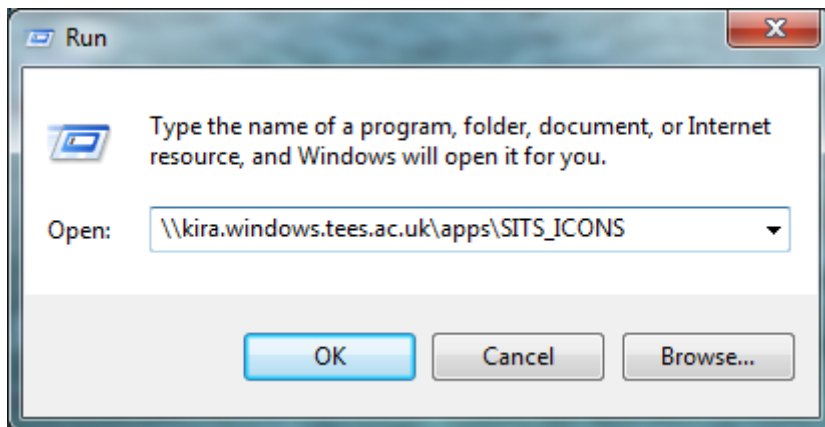


## How do I access the SITS System?

This guide will explain how to access the SITS system (Please Note: To do this you will need a LIVE SISTS account - If you have had one previously while working in another department you will need to resubmit a [User Registration Form](#) in order to reactivate your account).

- 1) Click the Start button at the bottom of the screen and select Run.
- 2) Type \\kira.windows.tees.ac.uk\apps\SITS\_ICONS.



3) You may be prompted for a username and password to access the location. If you are, please enter your details as follows: windows\U0012345 using your PC login password.

- 4) Click OK.
- 5) Right mouse click on the Icon you require (LIVE or TEST).
- 6) Select "Send to Desktop (create shortcut)".  
OR  
Copy and Paste the icon onto your desktop.
- 8) You should now be able to click on the icon you copied to your desktop to access the SITS system. Please note also, your SITS login password will be the same as your machine login/Outlook password.