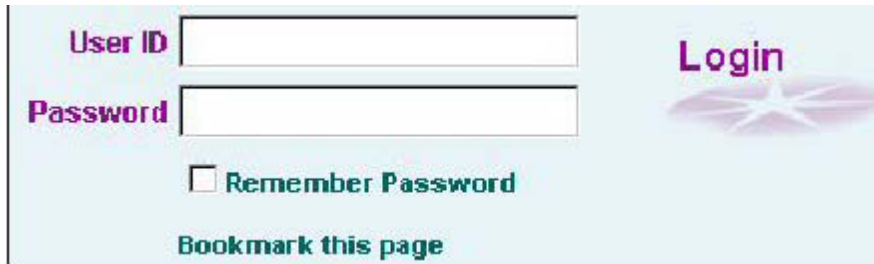


## Log In

1. Using Internet Explorer, browse to the Velocity Login Portal.
2. Enter your assigned **User ID**; do not use spaces, dashes, or parentheses. Press the TAB key to go to the password text box, or click in the password text box.
3. Enter your **Password**.
4. Press the ENTER key or click the **Login** button.



The screenshot shows a login form with two text input fields labeled "User ID" and "Password". Below the "Password" field is a checkbox labeled "Remember Password". To the right of the input fields is a "Login" button with a starburst graphic. At the bottom left of the form is a link that says "Bookmark this page".

## Remember Password

(This function is available to only some users.)

1. Check the **Remember Password** box on the *Login* page.
2. A cookie has now been set on your machine, allowing you to bypass the *Login* page on future returns to the BroadWorks Internet address.
3. Your *Home* page displays automatically.

**NOTE 1:** You must re-check **Remember Password** each time you change your password.

**NOTE 2:** If you have multiple login IDs, complete these steps only for your most frequently used login/password.

## BroadWorks Quick Launch

1. Follow Remember Password instructions.
  2. Right-click on the desktop, select **New** and then **Shortcut**.
  3. In the location field, enter the URL shown above. Click **Next**.
  4. Enter a name for the shortcut, such as "Launch BroadWorks". Click **Finish**.
  5. Select the shortcut icon and drag it to the Quick Launch area of the task bar (typically to right of the **Start** menu button).
1. To change the icon, right-click the icon and select **Properties**.  
To launch BroadWorks (both CommPilot Personal and CommPilot Call Manager pages) click the Quick Launch icon.



## Add BroadWorks to Favorites

1. At the BroadWorks *Login* page, click **Bookmark this page**. The Add Favorite dialog box displays.
2. The favorites name "BroadWorks Login Page" displays in the Name field. You can change this name.
3. Click OK to place the shortcut in your Favorites list.
4. You can also click Create in to navigate to an existing folder directory OR click **New Directory** to place this favorite in a new Favorites directory in Internet Explorer. Then click **OK** to complete the procedure.

At your next login to BroadWorks, select "BroadWorks Login Page" from your Internet Explorer Favorites. If you have saved your password, you are automatically taken to your *Home* page. If you have not saved your password, you have to log in to the system.

## Log Out

Click the **Logout** link in the upper right corner of any BroadWorks page.

## Browser Windows

To avoid opening web page shortcuts in the CommPilot Call Manager:

1. At the BroadWorks *Login* page, choose **Internet Options** from the Internet Explorer **Tools** menu.
2. Select the **Advanced** tab.
3. Under the **Browsing** heading, uncheck "Reuse windows for launching shortcuts".
4. Click **Apply** and then **OK**