

Windows RD Web Access to ApplicationXtender Tools

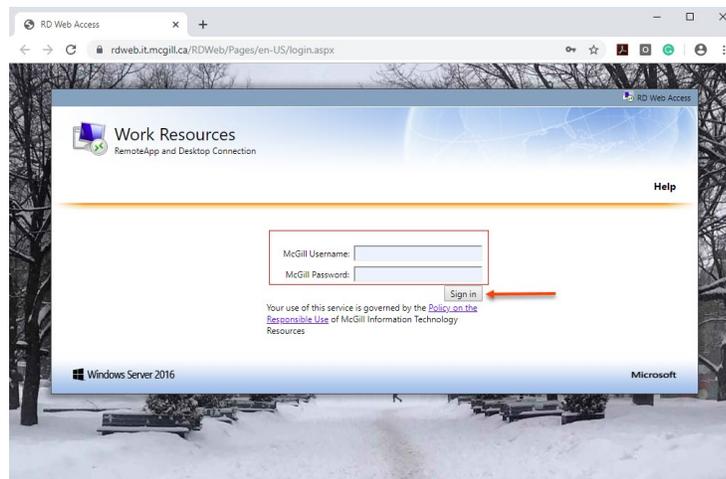
The following steps are for users with Windows computer and need to use Document Manager and Image Capture client version from the RemoteApp and Desktops (RD) Web Access page.

1. Open **Internet Explorer web browser** and type www.mcgill.ca/inb.
2. From the Banner INB web site, click on the blue key icon  on the right-hand side. This will bring you to the RD Web Access page.
3. A dialogue box (as shown below) will appear at the bottom of the web page. Click **Allow** for the Add-on.

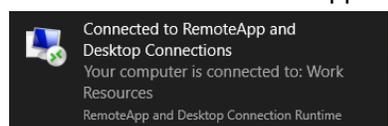


Note: You only need to do this once.

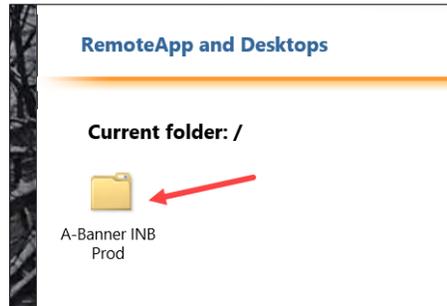
4. From the RD Web Access login screen page.
 - a. Enter your **McGill username** (firstname.lastname@mcgill.ca) and **McGill password**.
 - b. Click on the **Sign in** button.



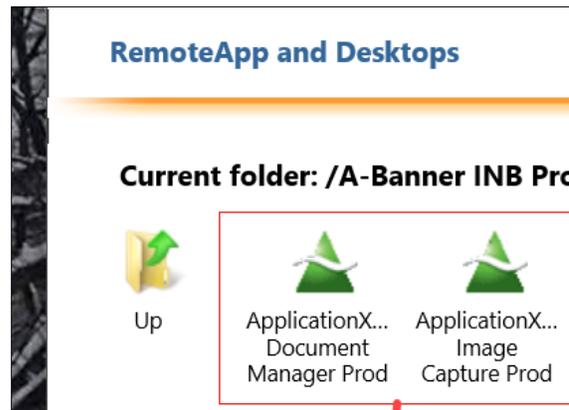
A pop-up notification will appear on your computer to indicate that your computer is connected to the RemoteApp and Desktop Connection session.



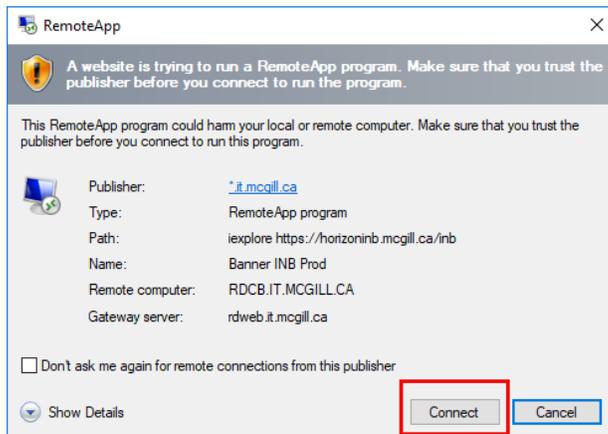
5. From the RD Web Access page, click **Banner INB Prod** folder:



6. Click one of the ApplicationXtender links from the resulting page to launch:
- ApplicationXtender Document Manager Prod (for viewing, importing and or indexing documents)
 - ApplicationXtender Image Capture Prod (for scanning documents)

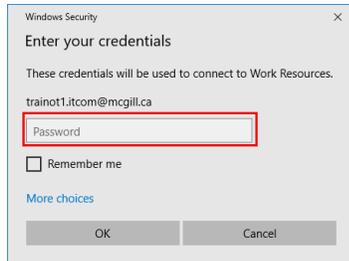


7. A RemoteApp dialogue box will appear. Click **Connect** and wait for the connection to establish.



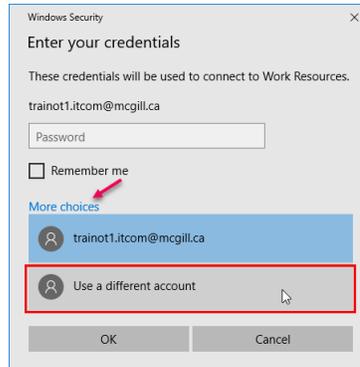
8. The following steps may be required if you are not using your computer to log in to ApplicationXtender tools:

- If you are using **your** computer, it may or may not prompt you to enter your McGill password.



- If you are **not using** your computer, follow these instructions for the Windows security dialogue box:

i. Click **More Options** link and then click **Use a different account**.



ii. Enter your McGill username and McGill password.
iii. Then click on the **OK** button.

9. ApplicationXtender Document Manager client version will open. From here:

- a. Log in with your **Banner UserID and the password**.
- b. Click **Login**.

