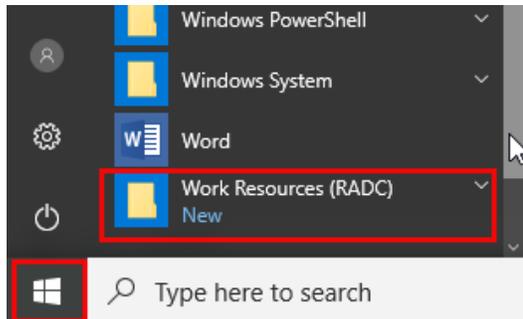


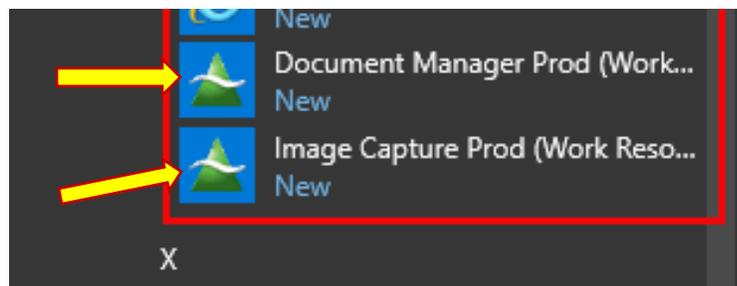
## Windows Start Menu for RD Web Access to ApplicationXtender Tools

If your computer is managed by IT, you will automatically see the ApplicationXtender Tools links for the RD (RemoteApp and Desktops) Web Access from your Windows Start Menu.

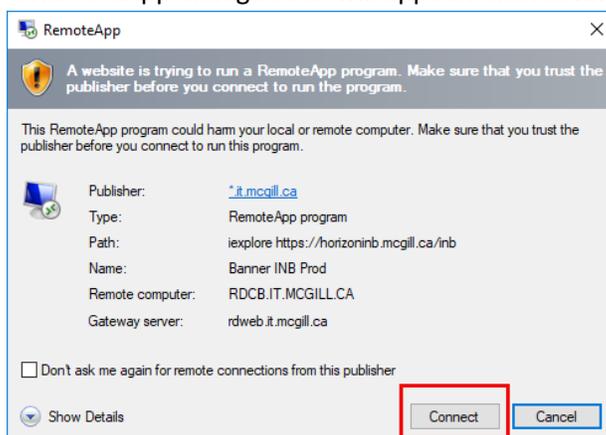
1. On your computer, click **Start** menu and scroll down to **Work Resources (RADC)** folder.



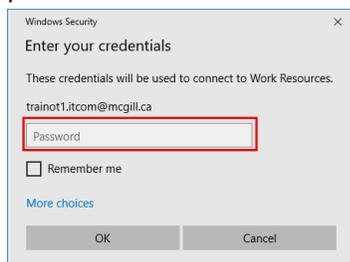
2. Under the Work Resources (RADC) folder, select one of the ApplicationXtender links:
  - **ApplicationXtender Document Manager Prod** (for viewing, importing and or indexing documents)
  - **ApplicationXtender Image Capture Prod** (for scanning documents)



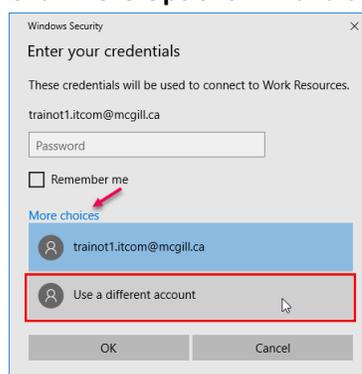
3. A RemoteApp dialog box will appear. Click **Connect** and wait for the connection to establish.



4. 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:
  - Click **More Options** link and then click **Use a different account**.



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

5. ApplicationXtender Document Manager client version will open. From here:
- Log in with your **Banner UserID** and the **password**.
  - Click **Login**.

