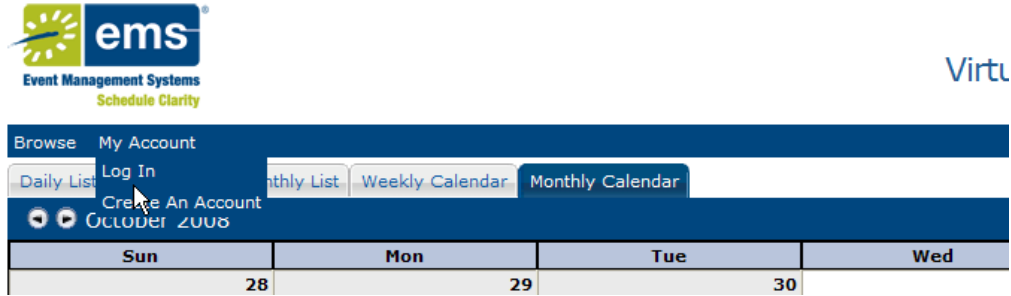


USING THE CAMPUS CALENDAR WEB PAGES

LOGGING IN TO AND OUT OF YOUR ONLINE CALENDAR SOFTWARE ACCOUNT

LOGGING IN TO YOUR ACCOUNT

1. At the site (<http://mdu.millsaps.edu>), select **My Account - Log In**.



2. Enter your **User ID** (the e-mail address you submitted when you set-up your account) and **Password**.



3. Click **Login**.
4. After you log in, you will see toolbar options such as **Browse, Reservations, My Account, and Admin**.

LOGGING OUT OF YOUR ACCOUNT

In Virtual EMS, click on **My Account - Log Out**.

