### Step by Step Instructions (single fund managers):

1. Log in to the web site (bookmark this site):
   https://resicom.netwolves.com/mysweb/logincl.asp

2. Refer to your list of Fund Assignments (emailed to you). This system considers each Fund as a Department Name. If you have more than one fund to manage, start step 3 with the fund to which your personal long distance calls are charged.

3. On your initial login, the user ID and password = your department fund number starting with the capital letter “F”. For example, if your fund number is 9-99999, your initial login and password is F999999 (hyphen is removed.)

4. Click on Departmental Administration

5. Click on Available Code Dept. You are given a list of available code numbers that can be assigned to users.

6. Click on the User Name link to select any available code on the list (seen as Available####.SLU).

7. On the Departmental User Update Form, on the initial login, set up YOUR account first by entering
   - the user’s last name
   - the user’s first name,
   - the user’s SLU email (be sure to include @slu.edu),
   - drop down the department list and select the appropriate fund number
   - the web access password will be automatically changed to be the same as the code you have chosen from the available codes list. THIS BECOMES THE NEW LD CODE.
   - Leave Close Code blank unless this access is time specific. If so, enter the ending date.
   - Click the Proceed button.

8. Verify that the information is correct.

9. Click Submit Changes. (If you have selected the same available code at the same time as another user, you will get an error message if the other user “beat you” to get that code. If that happens, you will need to select another available code.)

10. A confirmation message will appear.

11. Repeat steps 5-10 for each user who needs a code assigned for this department (fund.)

12. You are returned to the Departmental Administration page. Click on your department’s link and see all those members to whom you have assigned codes. You may print this list to aid you in distributing the new codes. Keep this list secure!!

13. You will see YOUR name twice on the list: once for your department level fund, and once for your individual code.

14. Click on your name link that is associated with the department fund.

15. For system security you should change your Web Access Password to match your personal Long Distance Code that you assigned in step 6.

16. IF you manage multiple funds, repeat step 14 for each of the funds that you manage.

17. This system may not be available after 6:00 PM due to system administration processes.