

Access to Open Area Reports

Please inform your departments that Registrar reports are available on the openarea.

PC USERS

Click Start

Run

then type:

O:\openarea\registrar\reports\

MAC OS X USERS

Click on your desktop

Click on Go (from the menu at the top of the screen)

Click Connect to Server - in the Address field type in Neptune

Click Connect

A log on box will appear. You will need your network username (not your

full name) and password. This is the password that you use to access email and pay stubs. If you do not know your username or password, contact the helpdesk via email or x4400.

MAC OS 9 USERS

Go to the Apple in the left corner

Click on Chooser

Click Appleshare

Click Server IP Address - type in Neptune

A log on box will appear. You will need your network username (not your

full name) and password. This is the password that you use to access email and pay stubs. If you do not know your username or password, contact the helpdesk via email or x4400.