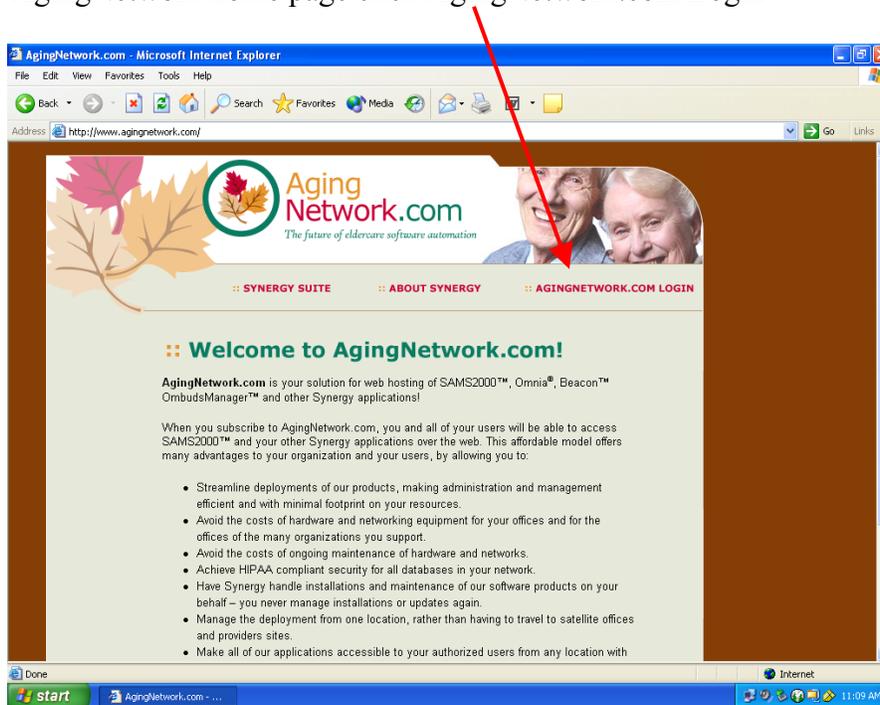
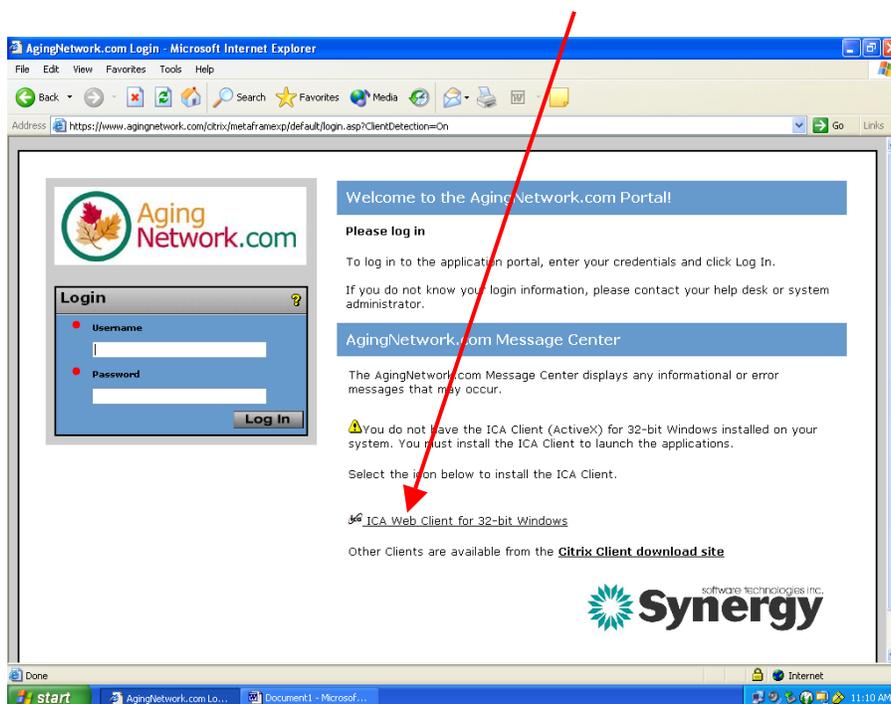


# Instructions for Logging into OmbudsManager

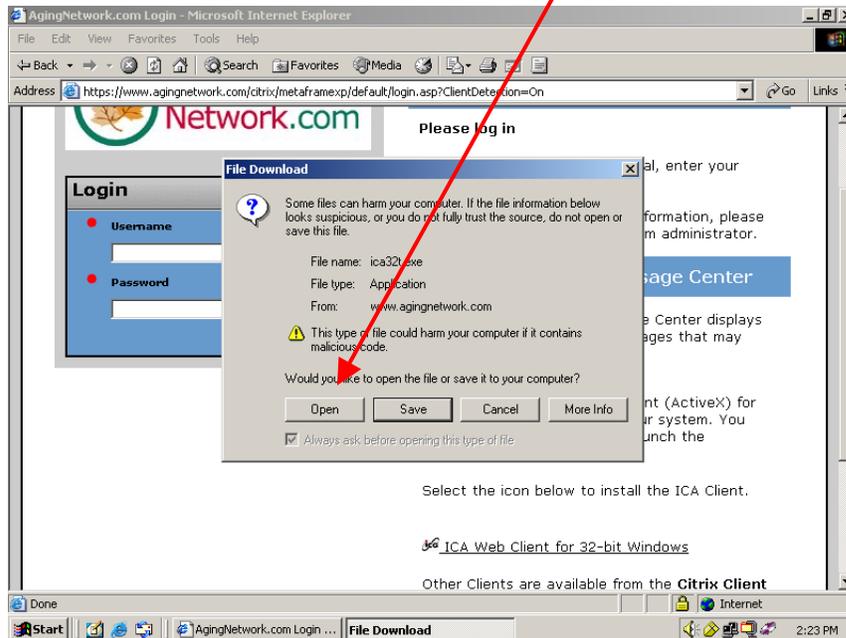
1. Start the internet
2. Go to:  
[www.AgingNetwork.com](http://www.AgingNetwork.com)
3. At the AgingNetwork home page click [AgingNetwork.com Login](#)



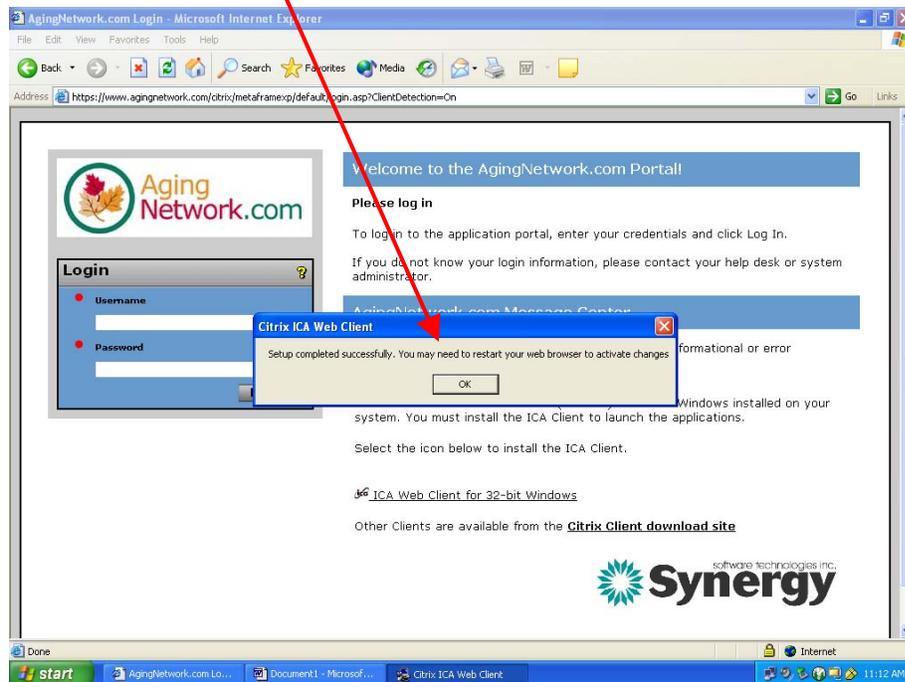
4. The first time you start AgingNetwork you will need to install a small program called ICA Client. This program is found under the AgingNetwork.com Message Center banner. Click the underlined link to begin the install.



A separate window will open and ask you if you want to install the program. You will have the choice to Open, Save, or Cancel. (Depending on your Internet browser you may have the choice of Run instead of Open.) Choose Open.



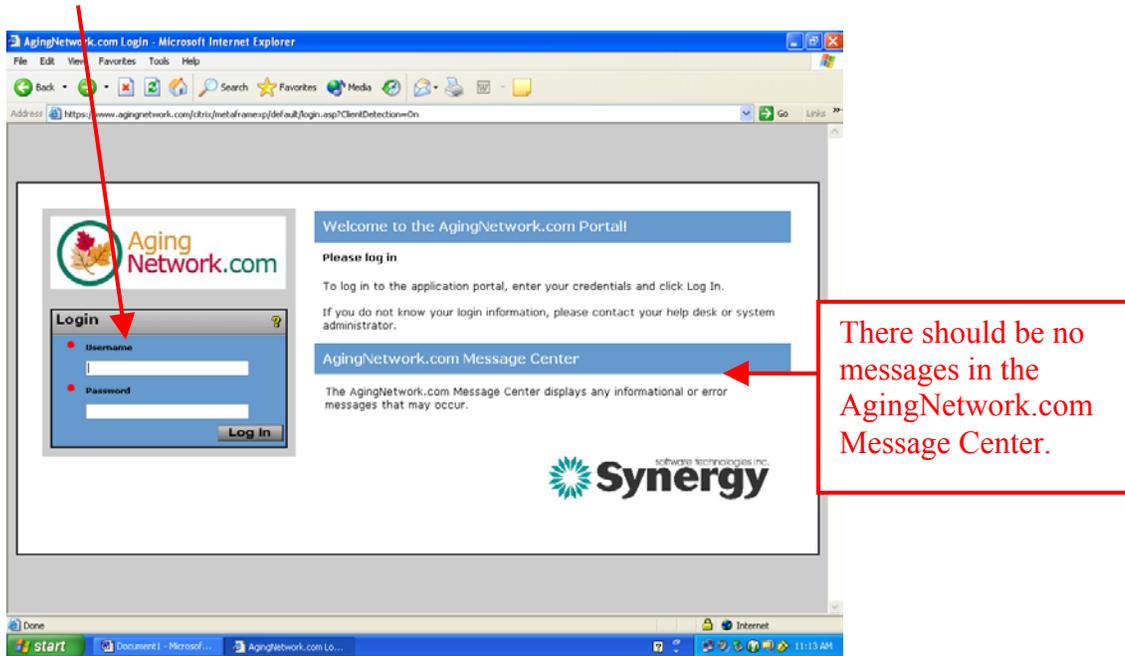
Follow the prompts to install the program. When the install is done you will get a message to restart your browser (do not restart your computer only your internet). Choose Okay and close the Internet.



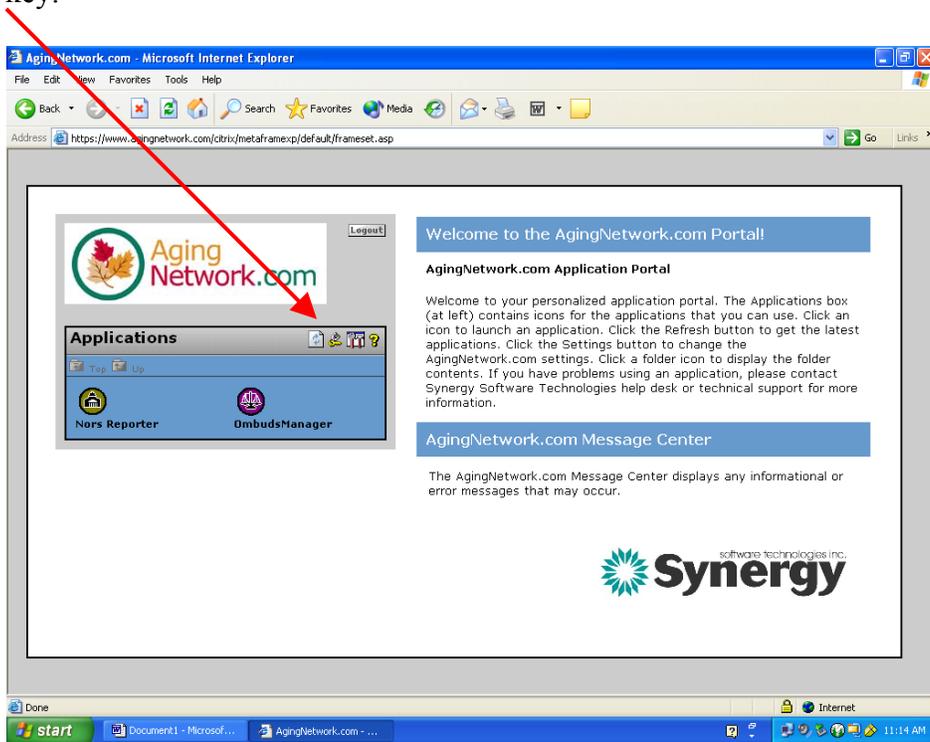
5. Reopen the Internet
6. Go to AgingNetwork.com
7. Click AgingNetwork.com Login (see item 3 above)

8. Enter the following information:

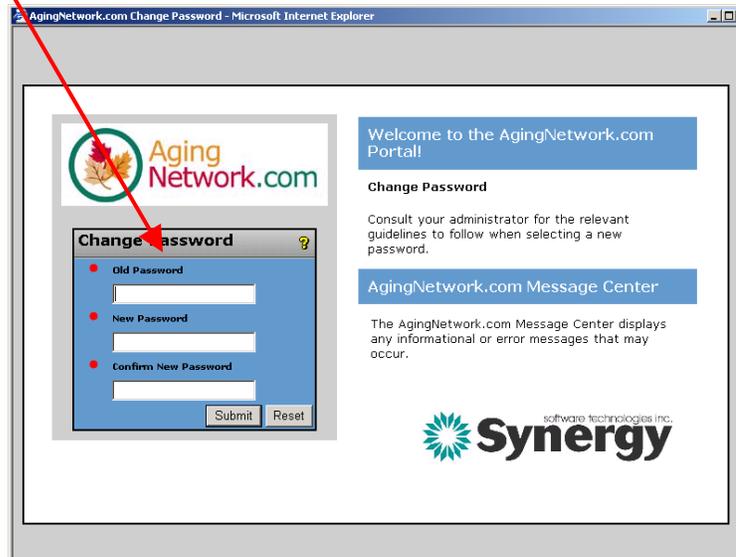
Username: \_\_\_\_\_  
Password: \_\_\_\_\_



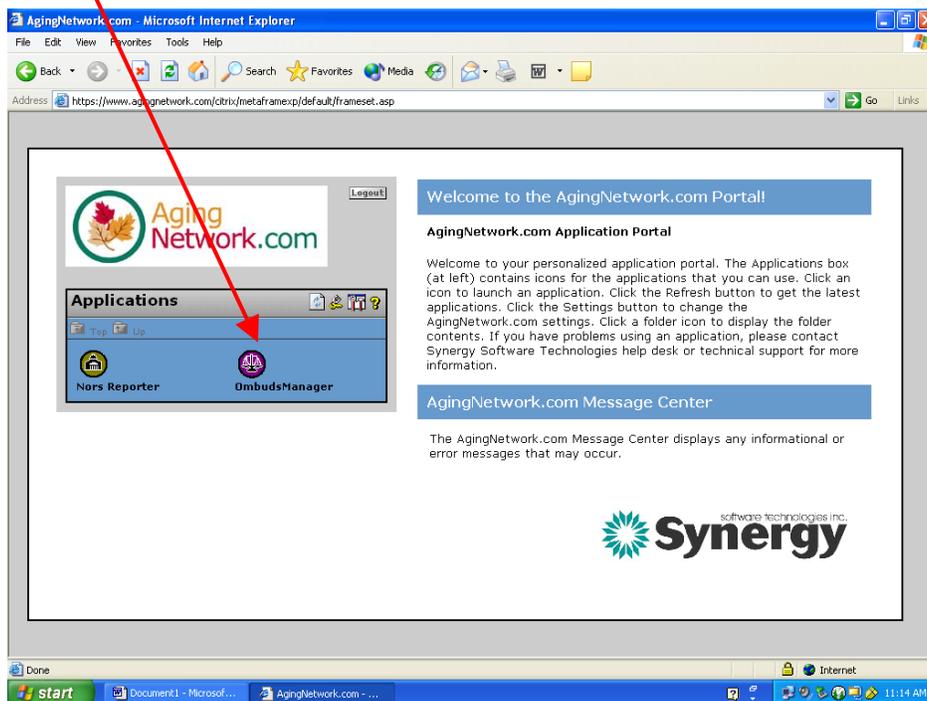
9. You will need to change your password for both AgingNetwork.com and OmbudsManager. To change your password for AgingNetwork.com, click the picture of the key.



Enter your old password (the one you just used to log in), new password, and new password again to confirm. Click Submit.

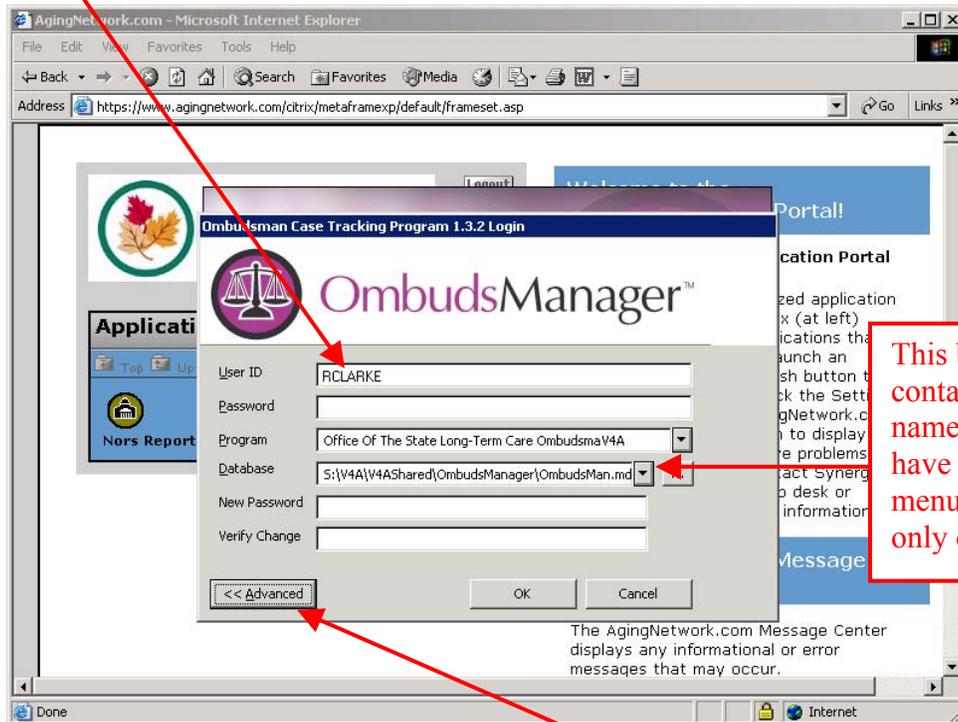


10. At the next page you will get a list of programs you are authorized to use. Choose OmbudsManager. (Note: The connection may take a minute or so before you see the next login screen.)



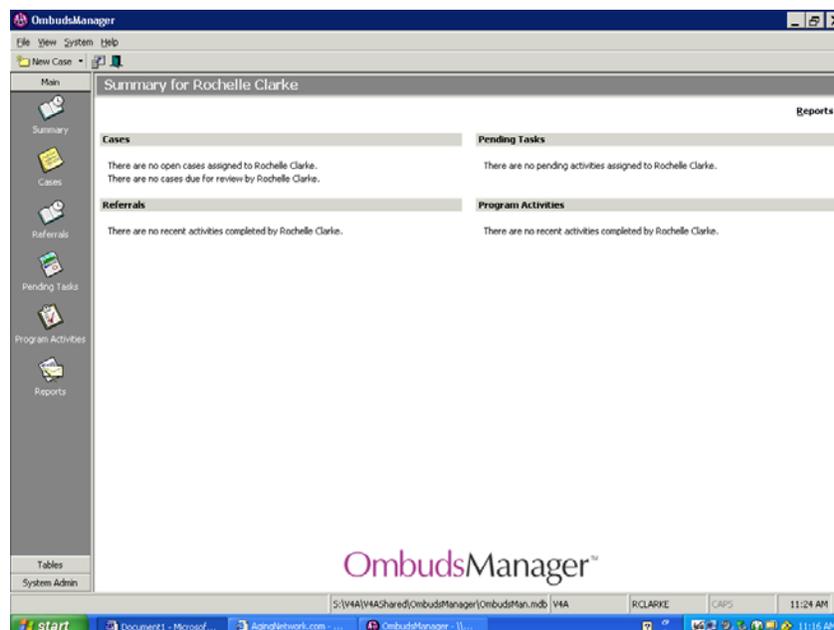
11. Once the OmbudsManager login screen appears enter the following information:

User ID: \_\_\_\_\_  
Password: \_\_\_\_\_



To change your OmbudsManager password, click the Advanced button. Enter your new password and verify it. (You can use the same one for OmbudsManager as you did for AgingNetwork.)

12. The next screen (provided all steps have been completed correctly) will be the OmbudsManager screen.



**Congratulations! You are now logged into OmbudsManager and ready to enter data.**