Open the computer's Control Panel. On the upper-right, you will notice a drop-down menu with the words "View by." In the drop-down menu, select Small Icons—



## Choose the icon for RemoteApp and Desktop Connections.

← → × ↑ 🖾 > Control Panel > All Control Panel Items × ひ					Search Control Panel	
Adjust your computer's settir	igs				View by: Small icons -	
🗄 Administrative Tools	💽 AutoPlay	Backup and Restore (Windows 7)	🛃 Color Management			
Credential Manager	📸 Date and Time	To Default Programs	Revice Encryption			
🦺 Device Manager	🏘 Devices and Printers	🚱 Ease of Access Center	File Explorer Options			
log File History	🔀 Fonts	lndexing Options	🚱 Internet Options			
🚤 Keyboard	Mail (Microsoft Outlook)	Mouse	Sector 2 Conter 2 Con			
Phone and Modem	Power Options	Programs and Features	🕭 Recovery			
🔗 Region	RemoteApp and Desktop Connections	enance	Sound			
Speech Recognition	is Storage Spaces	SupportAssist OS Recovery	Sync Center			
System	Taskbar and Navigation	Troubleshooting	Ser Accounts			
Windows Defender Firewall	Windows Mobility Center	Work Folders				

## Click on Access RemoteApp and desktops—



In the "Email address or connection URL:" field, enter <u>https://start.illinoisheartland.org</u>, then select Next—



## Select Next-



Enter one of your library's workstation log-ons, <u>not</u> your personal Polaris username and password. Be sure to click on the box for Remember Me. *We suggest labeling each computer with the workstation log-on that was used for each computer. When you notify us with computer issues, we will be asking what workstation log-on is used on the specific computer you are reporting issues for.* 

Windows Security						
Your credentials did not work						
The credentials that were used to start.illinoisheartland.org did not credentials.	connect to work. Please enter new					
User name						
Password						
✓ Remember me						
The user name or password is incorrect.						
ОК	Cancel					

If you are unsure of your library workstation log-ons, please contact Dena Porter, <u>dporter@illinoisheartland.org</u>.

When you return to the Access RemoteApp and Desktop Connections area in the Control Panel you will now see a box with SHARE Member Access. Click on View resources—

SHARE Members Acco	Properties	
his connection contains:	3 programs and 0 desktops You can access these resources from the Start screen.	View resources
onnection status:	Connected	Disconnect
ost recent update:	Tuesday, July 27, 2021 at 9:10 AM 😣 😵 The update was not successful	View details
ate created:	Tuesday, May 4, 2021 at 9:16 AM	Remove

You should see Polaris ILS Live. You will now need to create a desktop icon; right-click on the file, select "Send To," then select "Desktop (create shortcut)."



## The icon will look like this-



Properties

To log on to Polaris, double-click on the icon, and enter your personal Polaris username and password as usual. Now when you log on you will only have to enter your Polaris username and password one time.

ОК
Cancel