

## MISSION TRAILS ROP

Deleting any current ASAP Shortcuts:

ROP Schools: If you already have an ASAP shortcut on your desktop from the training session, you may delete it before beginning the following instructions.

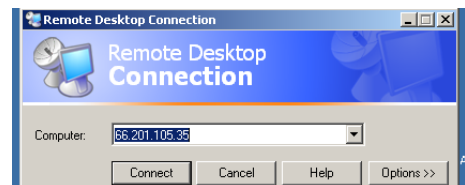
Adult Schools: If you are currently using ASAP at your school you should NOT delete the shortcut that you use to open ASAP each day.

### Setup for the Hosted Server and ASAP Logins:

1. Click on Remote Desktop Connection (there should be an icon on your desktop). If not, click Start / Programs / Accessories / Communication / Remote Desktop Connection.

To put a shortcut on your desktop:

- a. Right-click on the Remote Desktop Connection and drag it onto the desktop.
- b. Pop-up will ask if you want to Copy, Move or Cancel – click Copy Here.
- c. To rename this shortcut, right-click on the icon and left-click Rename: Name it ASAP V2.

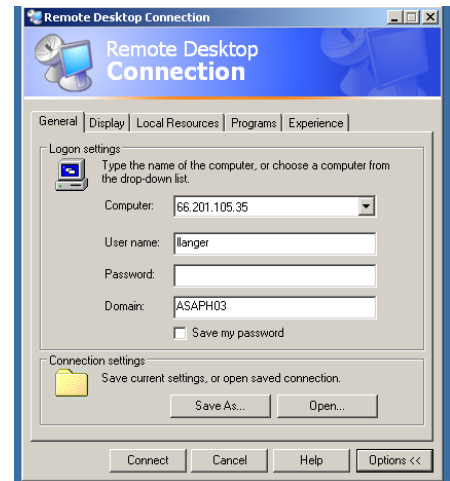


2. Double-Click on the ASAP V2 shortcut. The IP address for the hosted server may already be showing in the line marked “Computer.” The IP Address for your server is:

Server IP address: 66.201.105.48

3. Next click on the ‘Options’ button:

- a. Click on the Local Resources
  - i. Check the Printer box
  - ii. If you will be scanning, check the Serial Port box
- b. Click back on the General tab
  - i. Type your user name \_\_\_\_\_
  - ii. Type your Password \_\_\_\_\_
  - iii. Type the Domain Name: ASAPH08
  - iv. Check the Save My Password box
  - v. Click the ‘SAVE AS’ button and select a location to save the settings (The default is usually ‘My Documents’)



4. Click Options button at the bottom to get back to the login screen then click on Connect.
5. The ASAP Login screen will now be on the screen.
  - a. Enter your ASAP Login name and password and click on Login. ASAP will now open