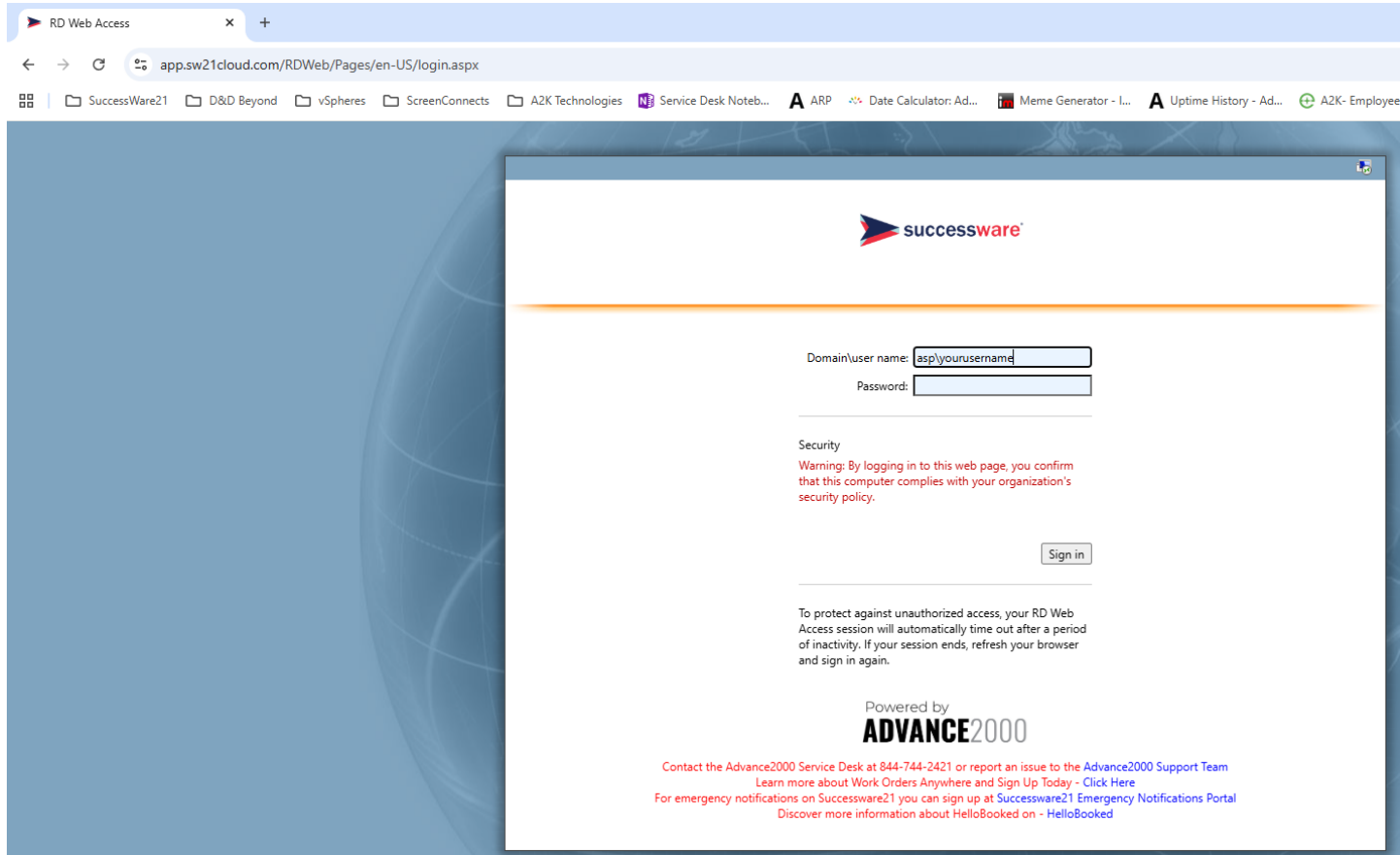
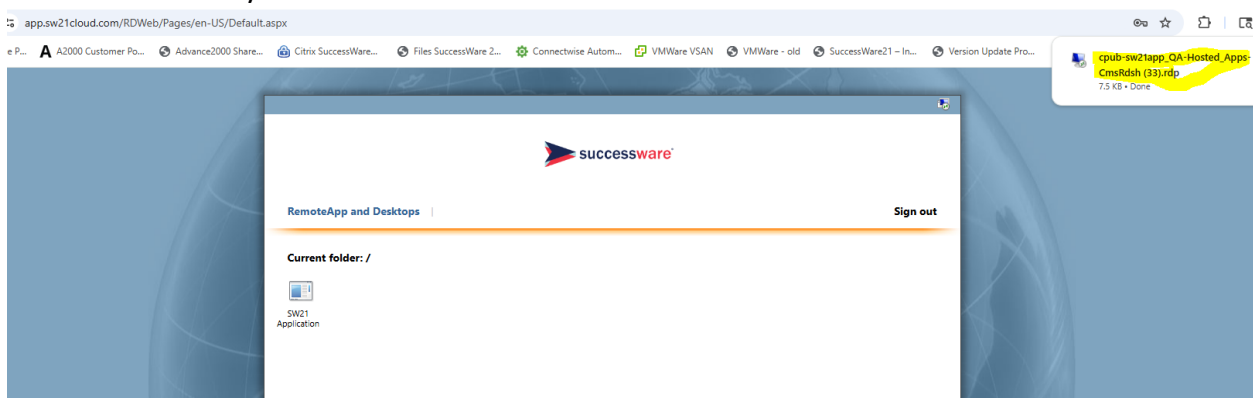


Regular Connection (SW21 Web)

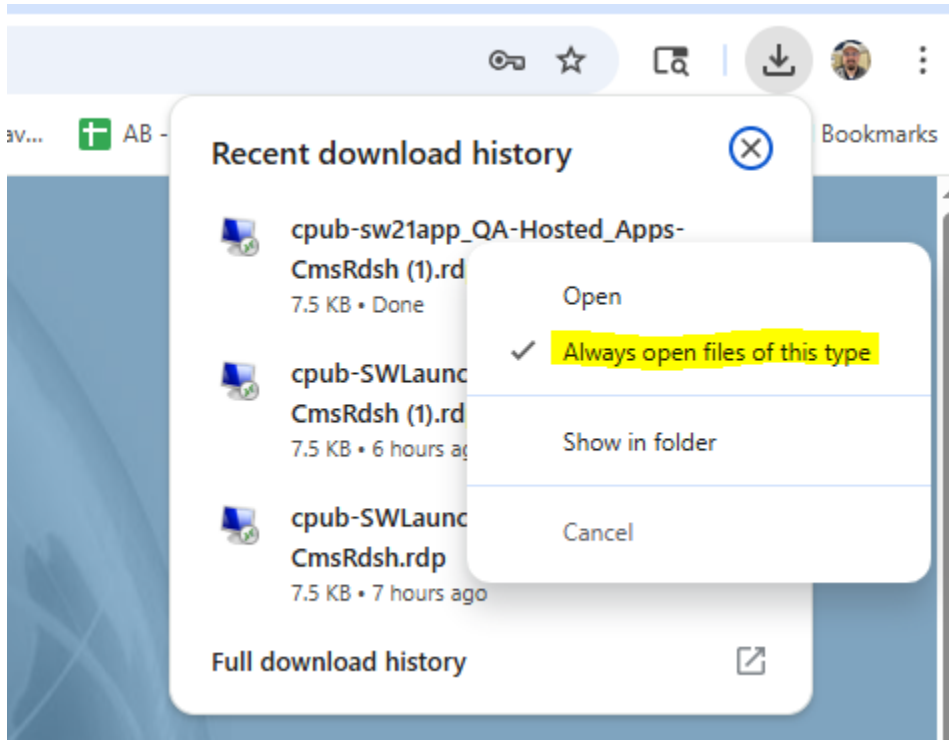
- 1.) In your preferred web browser type or copy/paste the link: <https://app.sw21cloud.com/>



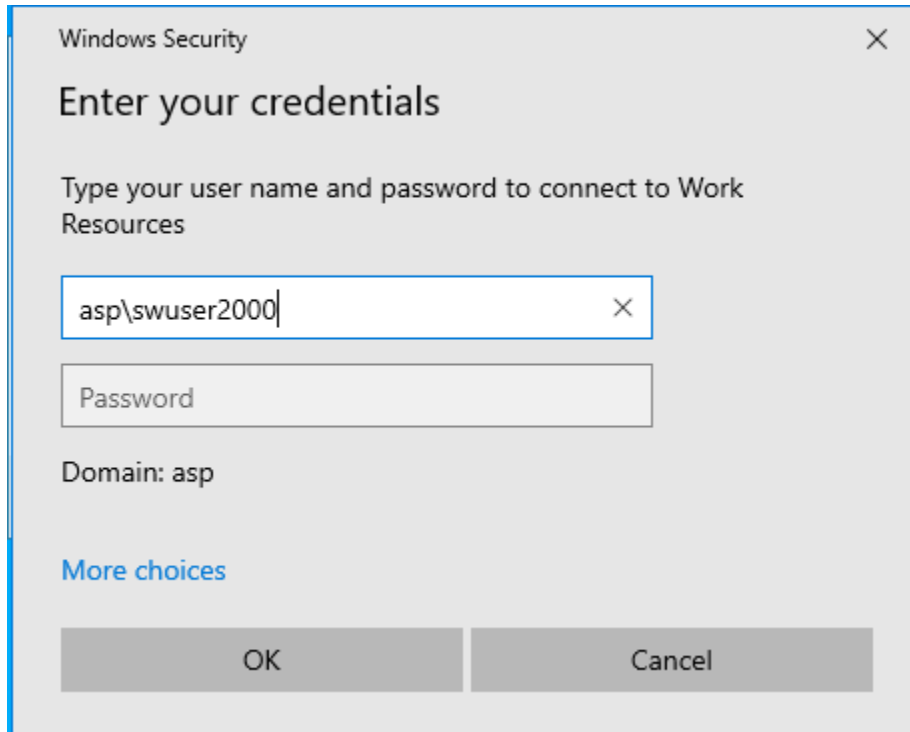
- 2.) In the Domain\user name field, type your FIRST username as the following: **asp\YOUR_USERNAME**
(Example: asp\jdoe)
 - a. The password you use for the first username does not change.
- 3.) You will see a generic icon for the SW21 Application published. Please click on it and file will be downloaded locally in the Download folder.



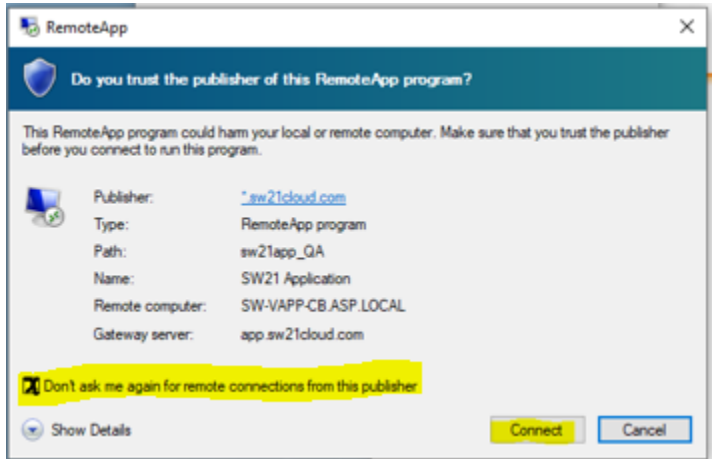
4.) In download folder, Right click the file, and select to have it always open for future ease.



5.) Once you open/run the file, you will be prompted to login again. Please use your FIRST username and password again. (same as the first time with "asp\" in front of username).



- 6.) If you see the following screen, please check the box to “Don’t ask me again.....” then click Connect. This will ensure you do not see this message again.



- 7.) The app will launch and you can insert the credentials again for using the application

