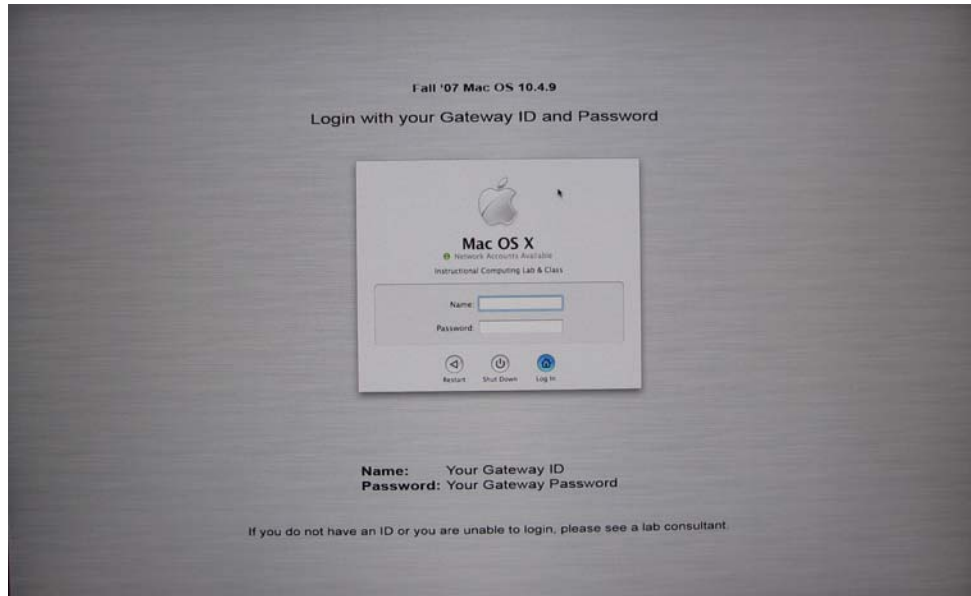




## Log on/log off instructions for Mac OS X (iMac)

When you approach the lab machine you should<sup>1</sup> see the login screen shown below



In order to log in, you will need your SSO ID and SSO Password. This is the same ID and Password used to access the MyGateway system. If you do not know your SSO ID and Password, you may ask one of the student consultants to help you or you may access the ID search website yourself at one of the machines set up for you as “SSO ID Search” machines. These machines are located at the front of the lab and are already logged in with the browser set at: [https://sso.umsl.edu/perl/id\\_search.pl](https://sso.umsl.edu/perl/id_search.pl).

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<sup>1</sup> If the machine is already logged in, a previous user may have forgotten to logout. The previous session **must** be logged out before you use the machine. Follow the instructions on the last page of this handout to log the previous user off, or ask a student consultant for assistance



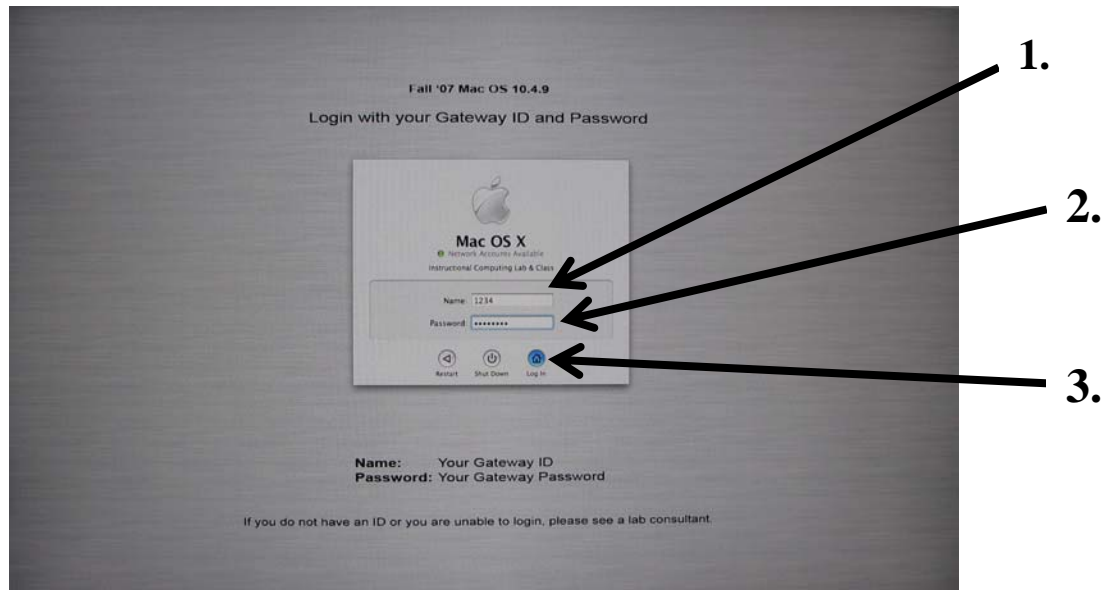
## Log on/log off instructions for Mac OS X (iMac)

### Example of logging on the Mac OS X

The following example is for a student whose:

SSO ID is “aku123”

SSO password is “12345678”



1. Fill in the Name : field with your SSO ID
2. Fill in the Password: field with your SSO Password
3. When you have completed these steps, click the box labeled Log In to log on to the system.



## Log on/log off instructions for Mac OS X (iMac)

### How to Log Out of Mac OS X

It is very important you log out the system when you leave the lab. Other lab users may gain access to your personal information if you fail to log out of the machines.

To log out of the machines:

Click the Logout icon on the bottom of the screen



When you click the Log Off icon, you will be asked to confirm your decision



You **must** click the box labeled Logout to end your session. If you wish to remain logged in, you may click the box labeled Cancel (note: You have to respond to any dialog prompts until the computer is completely logged out.)