

### 3\_eplanning\_lesson2\_logging-in\_edit

After being notified that your E-planning user account has been created, you will need to log in to the E-planning system to verify that your account is functioning properly prior to training. To do so, navigate to the E-planning homepage by visiting web address [web.blm.gov/E-planning](http://web.blm.gov/E-planning). Once there, select the E-planning login button that appears in the upper left-hand portion of the webpage.

Selecting this option will take you to the MetaFrame presentation server. Log in to the Citrix server by inputting your E-planning user name and password, which are identical to your BLM computer user name and password. It is important to note that first-time users may encounter a popup window entitled Client File Security. If so, select the option full access and never ask again.

Once you have successfully logged in to the Citrix server, you are presented with an option to enter either the E-planning production environment or the E-planning training environment. For this course you will select the E-planning training folder as this space is specifically designed for you to learn the system without fear of making a mistake.

After selecting the E-planning training folder, you are presented with several options. For demonstration purposes, let us focus our attention on the E-planning webtop icon. Selecting this icon will bring forth another prompt requesting your E-planning user name and password. Input both your user name and password and select login to continue. You have now successfully logged in to E-planning webtop.

The last step to verify proper functioning of your account is to select the preference feature from the E-planning menu bar. Doing so will verify that your account is working properly. To access the preference feature, from the E-planning menu bar select tools, and from the context menu select preference, and then select OKAY. If you've done this without any errors then your account has successfully been created. If however you did receive an error, simply create a remedy ticket or call the E-planning help team and we will assist you with this matter. Now select log out of the E-planning system.