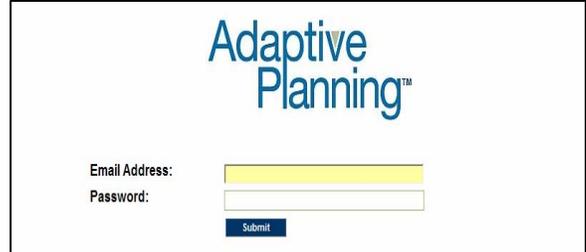


Logging In

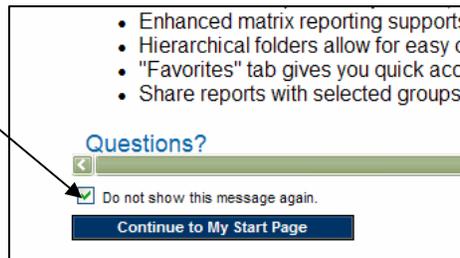
To log in, go to www.adaptiveplanning.com, and select **Enterprise** under customer login in the top right corner of the screen.



You can mark this page as a favorite in your internet explorer so it will always bring you to the log in screen automatically.

Next, type in your email address and password. Click **submit** or hit <enter>.

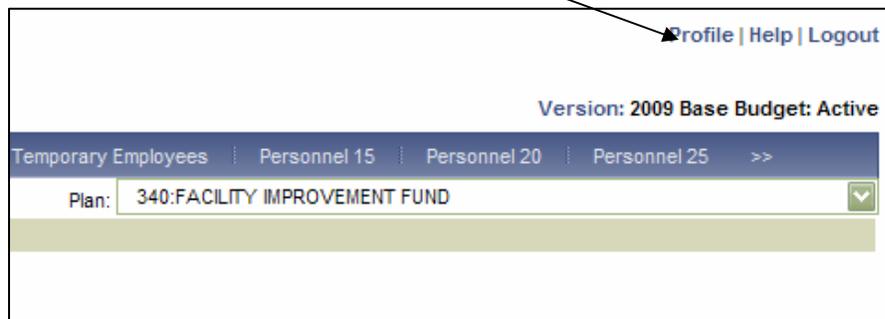
Once you have logged in, the News and Announcements page will appear. If you do not want this page to appear in the future, check the box below that says "Do not show this message again" and click **Continue to My Start Page.** (2)



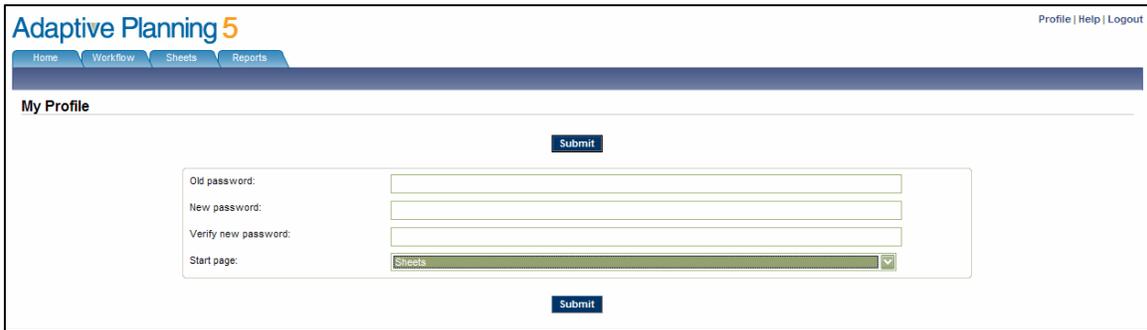
The next screen to appear will be your Overview page.

Changing Your Password

After you login for the first time you will want to change your password. In the upper right corner of your screen click on **Profile.**



Type in your old password, type in your new password and verify. You can also specify which page you would like to show as your start page.



The screenshot shows the 'Adaptive Planning 5' user interface. At the top left is the logo 'Adaptive Planning 5' and at the top right are links for 'Profile | Help | Logout'. Below the logo is a navigation bar with tabs for 'Home', 'Workflow', 'Sheets', and 'Reports'. The main content area is titled 'My Profile' and contains a form for updating user information. The form includes a 'Submit' button at the top, followed by four input fields: 'Old password:', 'New password:', 'Verify new password:', and 'Start page:'. The 'Start page:' field is a dropdown menu currently set to 'Sheets'. A second 'Submit' button is located at the bottom of the form.

NOTE: If you forget your password please contact Budget & Finance and they can reset it for you.