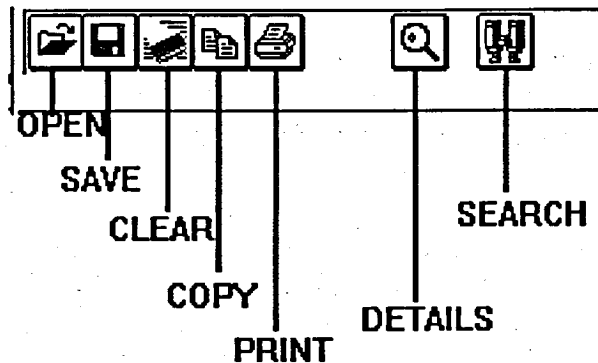


The following is a sample of the tool bar.



Starting OGD

Before you can successfully gain access to the information available in the OGD application, you must create an account using the Account Maintenance icon. Your account will comprise of a username and password. When selecting a password, consider that you must use a combination of alpha-numeric characters, in which at least 2 are alphabetic.

Method

To create a Corporate Apps account:

1. Restore **CORPORATE APPS** by double-clicking on the group icon.
2. Double-click on the **ACCOUNT** icon.
3. Verify the Username which is displayed in the **ACCOUNT** text box. (If it is not your username, enter the correct name in this field)
4. Press the **TAB** key and enter a password.
5. Press the **TAB** key and re-enter your password in the **VERIFICATION** text box.
6. Click on the **QUIT** command button to close the Account window.