iCS Desktop Verification

This document provides steps to verify the installation of iCS.

- Initial load for the Prodagio Webtop plugin
- Test the configuration

A. **Load the Prodagio Webtop plugin**

1. Log in to the computer as a system administrator. If you are not an administrator on your machine, please ask someone from desktop support or systems administration to perform the tasks below.

2. Launch Internet Explorer.

3. Navigate to [https://contracts-train.apps.uiuillinois.edu/contracts](https://contracts-train.apps.uiuillinois.edu/contracts)

   **NOTE:** If unable to navigate to this website, please contact AITSADSDTAMFinance@uiuillinois.edu.

4. Use the following credentials to log in:
   - Username:
     - For UIUC: desktop1
     - For UIC: desktop2
     - For UIS: desktop4
   - Password:
     - For UIUC: uic#Dt1
     - For UIC: uic#Dt2
     - For UIS: uis#Dt4
   - Repository: PRODAGIO_REPOSITORY

5. Click the Login button.

6. On the pop-up screen, "Is this the first time you have visited the site? Do you want to trust content from this site?" Click Yes.

   **NOTE:** The Prodagio Webtop plugin will now load. A pop-up requesting system administrator credentials will appear if not logged in as a system administrator. The Webtop plug-in only needs to be loaded one time; it will remain installed for all future iCS sessions.

7. The Personal Cabinet will be displayed and contains a Word document entitled "Contract – Desktop Config Verification." If you are unable to see the Personal Cabinet, your installation was not successful.

B. **Test the Configuration**


2. Select View.

3. If the configuration is successful, the Word document will open. Close the document and logout. If the configuration is not successful, the Word document will not open and a Java error will pop-up. Refer to the iCS Desktop Configuration Requirements job aid to troubleshoot the error.

   **NOTE:** Do not use the Login Again button. Instead, open a new browser session to login.

For additional assistance, please contact AITSADSDTAMFinance@uiuillinois.edu

Additional documentation can be found on the iCS Resource Page [http://www.obfs.uiuillinois.edu/ics-resources](http://www.obfs.uiuillinois.edu/ics-resources)