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

4.	Use the following credentials to log in:
	 • Username:
	    o For UIUC:desktop1
	    o For UIC: desktop2
	    o For UIS: desktop4
	
	 • Password:
	    o For UIUC: uiuc#Dt1
	    o For UIC: uic#Dt2
	    o 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*
1.	Right-click the **Word** document "Contract – Desktop Config Verification" in the **Personal Cabinet.**
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@uillinois.edu

Additional documentation can be found on the iCS Resource Page http://www.obfs.uillinois.edu/ics-resources