

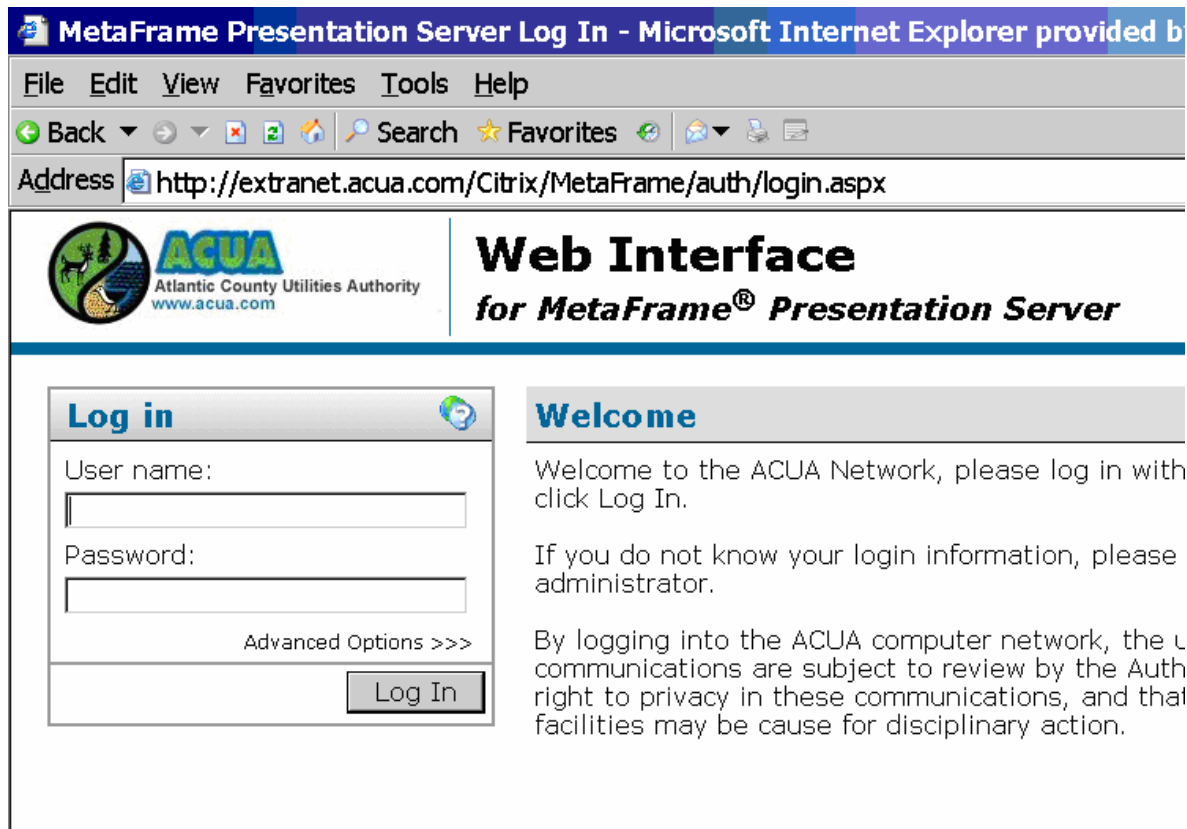
# WELCOME TO THE ACUA INTRANET

## HOW TO LOGIN:

*(Special note: If you are using an ACUA Kiosk, skip down to the INTRANET Section!)*

Once the computer is on and you are logged in, click on “Start”, “Run” and type in [www.acua.com/employee](http://www.acua.com/employee) and click “okay”. (If you are at a ACUA Kiosk, skip this section and proceed to **INTRANET**.)

After a short pause, you will be presented with this screen:




**MetaFrame Presentation Server Log In - Microsoft Internet Explorer provided b**

File Edit View Favorites Tools Help

Back Search Favorites

Address <http://extranet.acua.com/Citrix/MetaFrame/auth/login.aspx>

 **ACUA**  
Atlantic County Utilities Authority  
[www.acua.com](http://www.acua.com)

## Web Interface

*for MetaFrame® Presentation Server*

### Log in

User name:

Password:

Advanced Options >>>

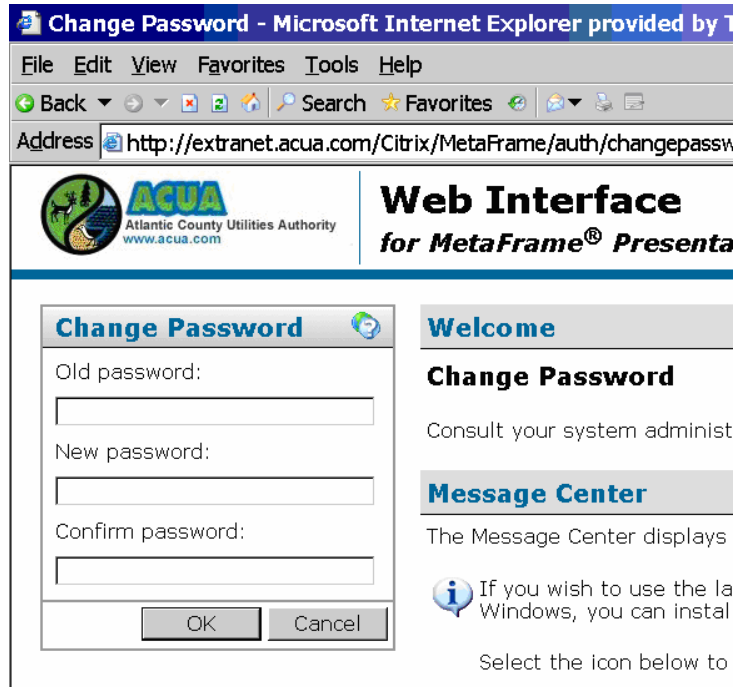
### Welcome

Welcome to the ACUA Network, please log in with click Log In.

If you do not know your login information, please administrator.

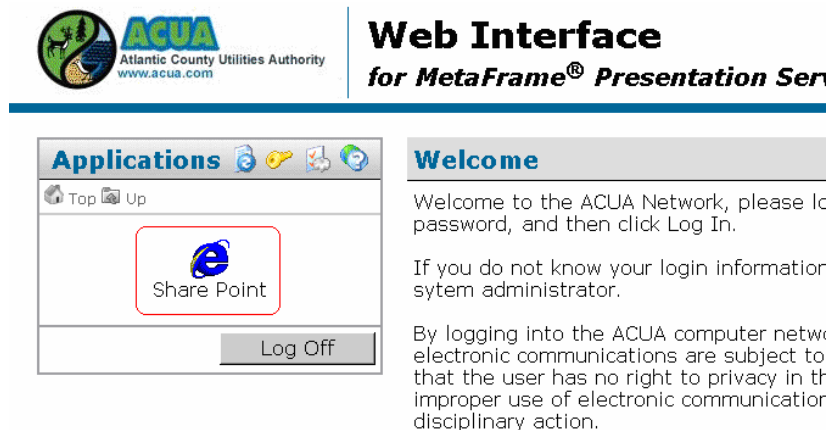
By logging into the ACUA computer network, the u communications are subject to review by the Auth right to privacy in these communications, and that facilities may be cause for disciplinary action.

If you have never logged in before, or your account was reset, you will be required to change your password. Don't fret! You can change it right now. The screen will change to the following example, to allow you to continue logging in!



Simply put in your existing or your *old password* in the field where it says to and supply a new password that you will remember the next time you log on. Note: The change you make here will also be made for you, at the Kiosk.

Once you are logged in you will see at least two icons, select “Share Point” (circled in this example). Once you double click the “Share Point” icon, you will be connected to the ACUA Intranet.

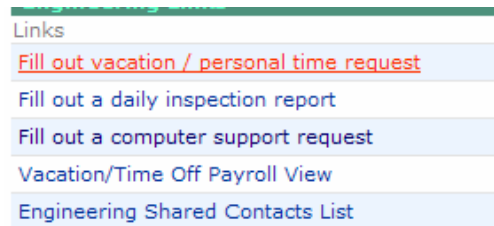


## INTRANET:

Once you are logged in and have taken care of your password credentials and clicked on the Share Point icon, the ACUA INTRANET will function the same as if you were sitting at an ACUA Kiosk. Topics on E-mail and Vacation Request are covered as you read on...

## VACATION REQUEST:

To fill out a vacation request, go to your departments web page and look for something like this:



Click on the link shown in red and you will see something along the line of this next picture, click on “Fill Out This Form”:



Fill in all of your information and click on “Submit” at the bottom – circled:

Request Date: 5/13/2006 E-Mail: \*

Last Name: \* First Name: \*

Type: Select... \*

From: \* To: \*

Immediate Supervisor: Select... \*

Comments:

---

**Supervisor Approval / Comments**

Supervisor Approval 1: Select... \*

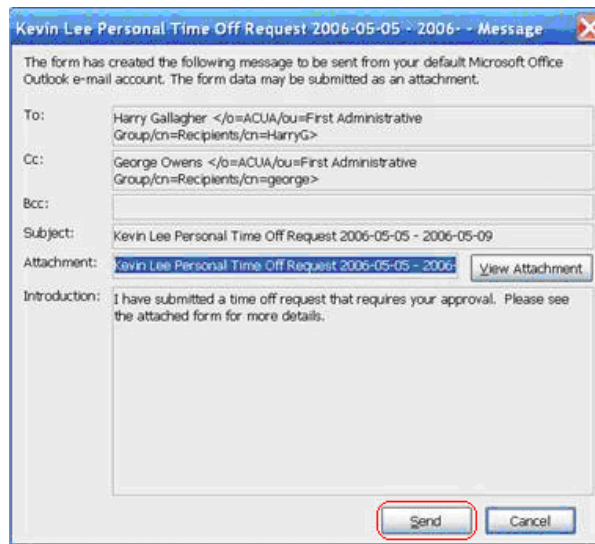
Supervisor Approval 2: Pending \*

Comments:

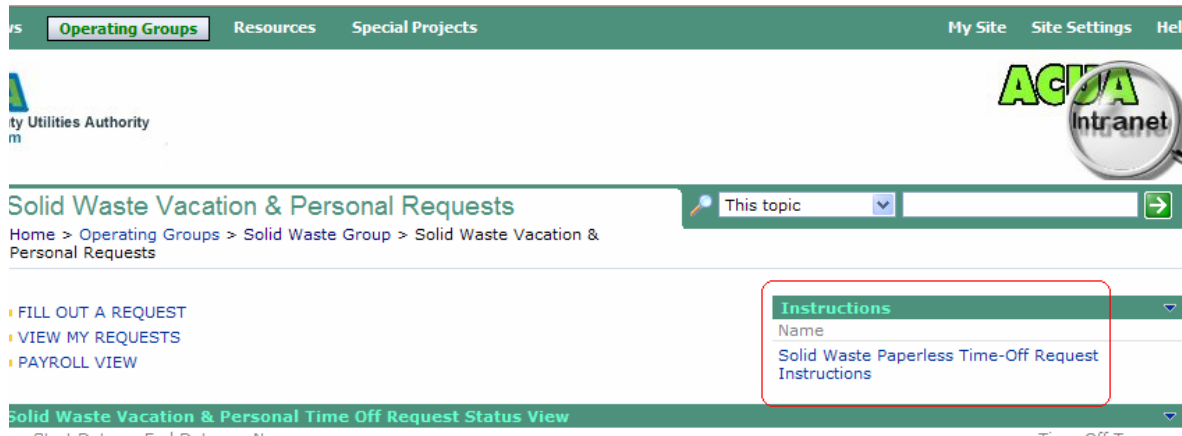
Submit

When filling out the requests the person must click on the send button on the gray e-mail that appears **after** they click on the **Submit** button on the form. If they click Cancel or close this second form – the request will still be saved on the Intranet but the approver will **not** be notified.

See this picture for reference (notice the circled send button in this example):

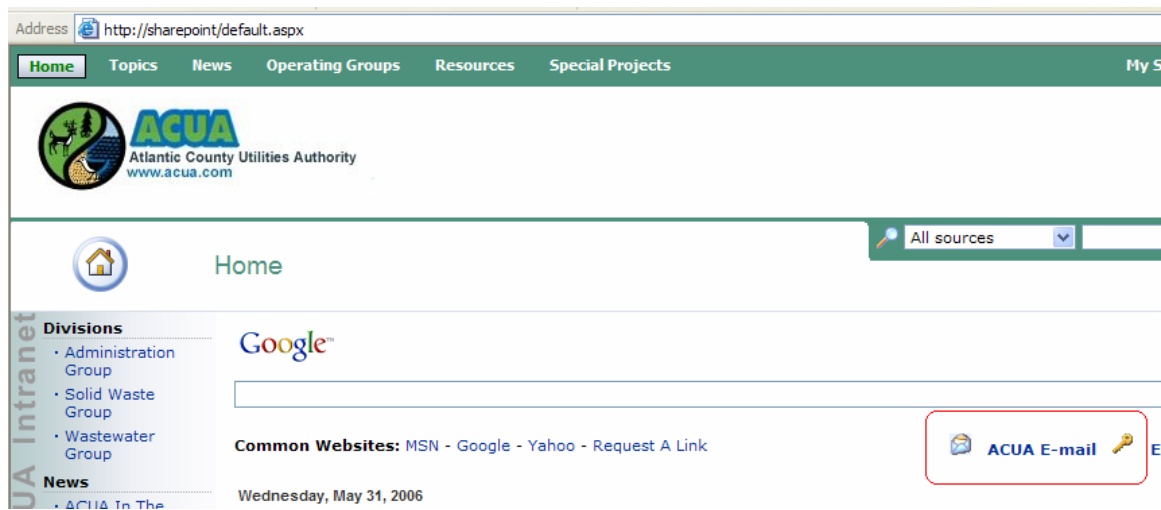


There are more detailed directions located on your departments' web page such as this example – circled in the example below – should you need them:

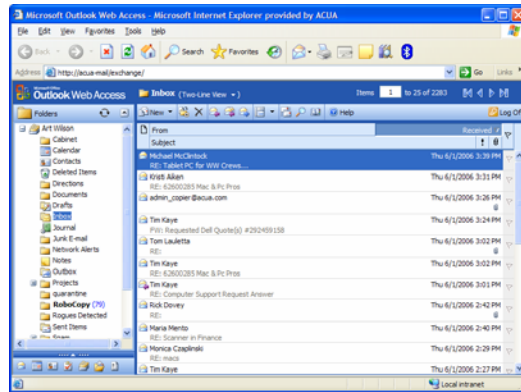


## E-MAIL:

If you look carefully, you will see how to get to your e-mail. Simply click on the ACUA E-mail link to get to your e-mail. Circled in this next picture, is the proper link to your ACUA e-mail account!



Click on it once and you will see something similar to the following (next page) appear on your screen:

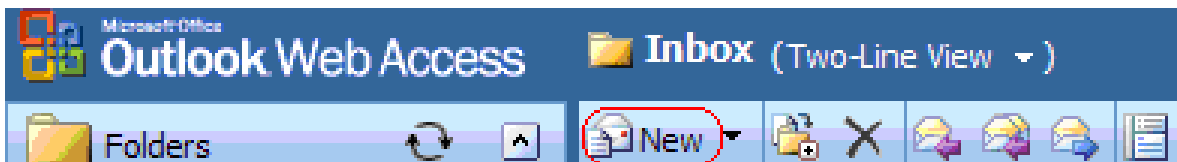


To read an e-mail, simply double click on it to open it up. Bold items are new e-mails that you have not yet opened. Commonly referred to as “new mail”.

Paying careful attention to the tool bar, you will notice that all of your tools to create e-mail, review the address book and even “logoff” (i.e. exit just your e-mail client) are readily available as you can see in this example. Logoff is on the far right. This only logs you out of e-mail, and not the computer!

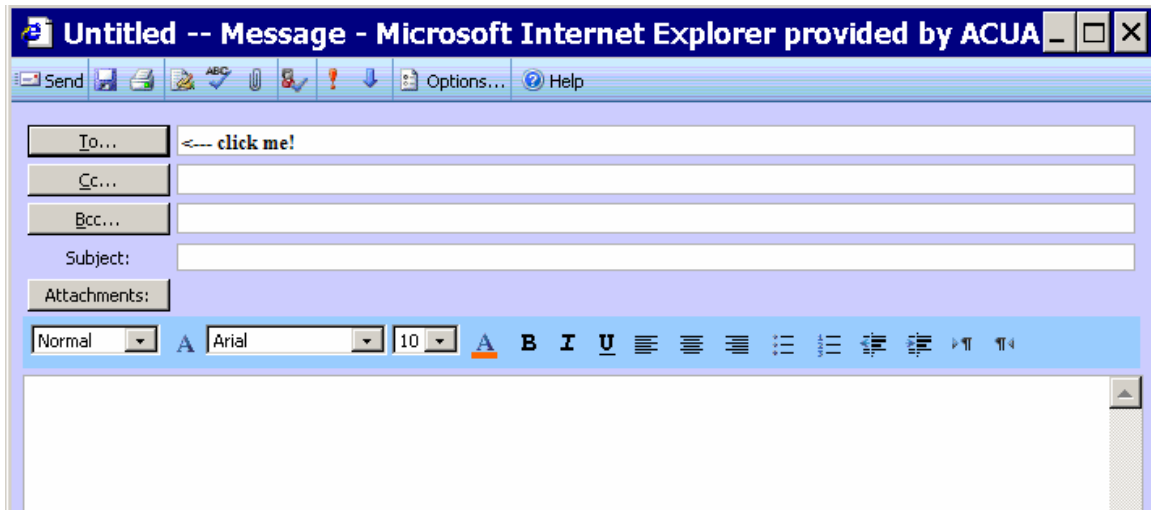


If you would like to send a new e-mail to someone, click on “New”, circled in the next example:

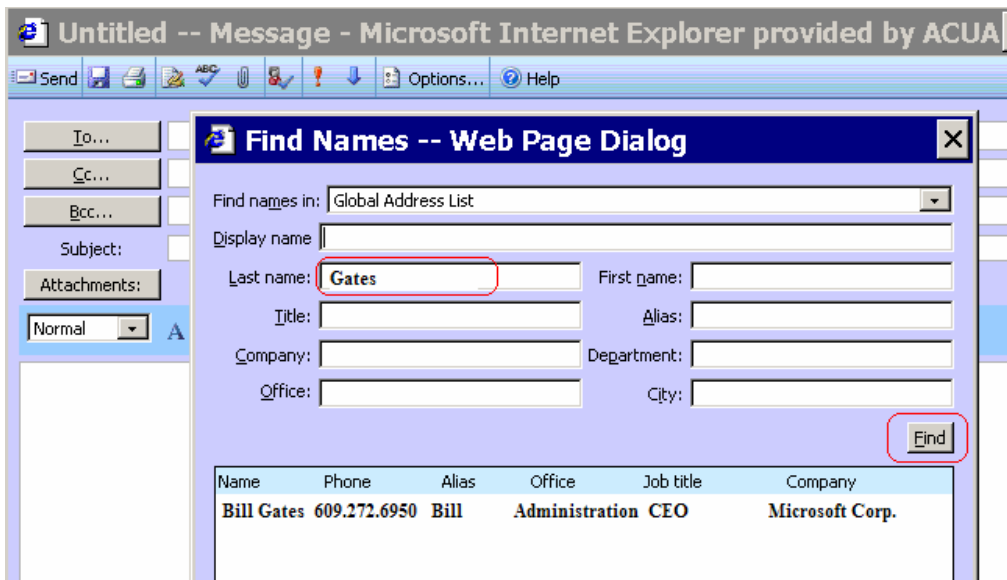


Go ahead and click on “New” and on the next page you will see an example of how to compose and address a new e-mail message to someone.

After clicking on “New” this window will open up:

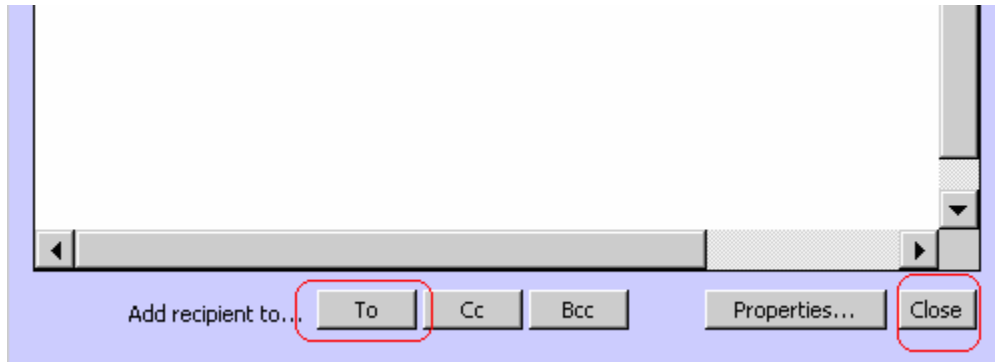


Clicking on “To...” will bring up the “Find Names” dialog box, as shown here:

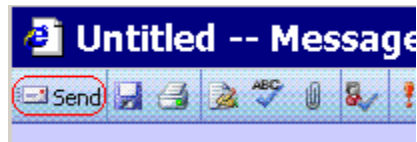


The fields will be blank. The example shows how to find a person via their last name. Type in their last name (I choose “Gates” *as an example only*) and clicked on “Find” (circled in the lower right). Once I did this, “Bill Gates” appeared on the list of choices on this simulation, as shown above.

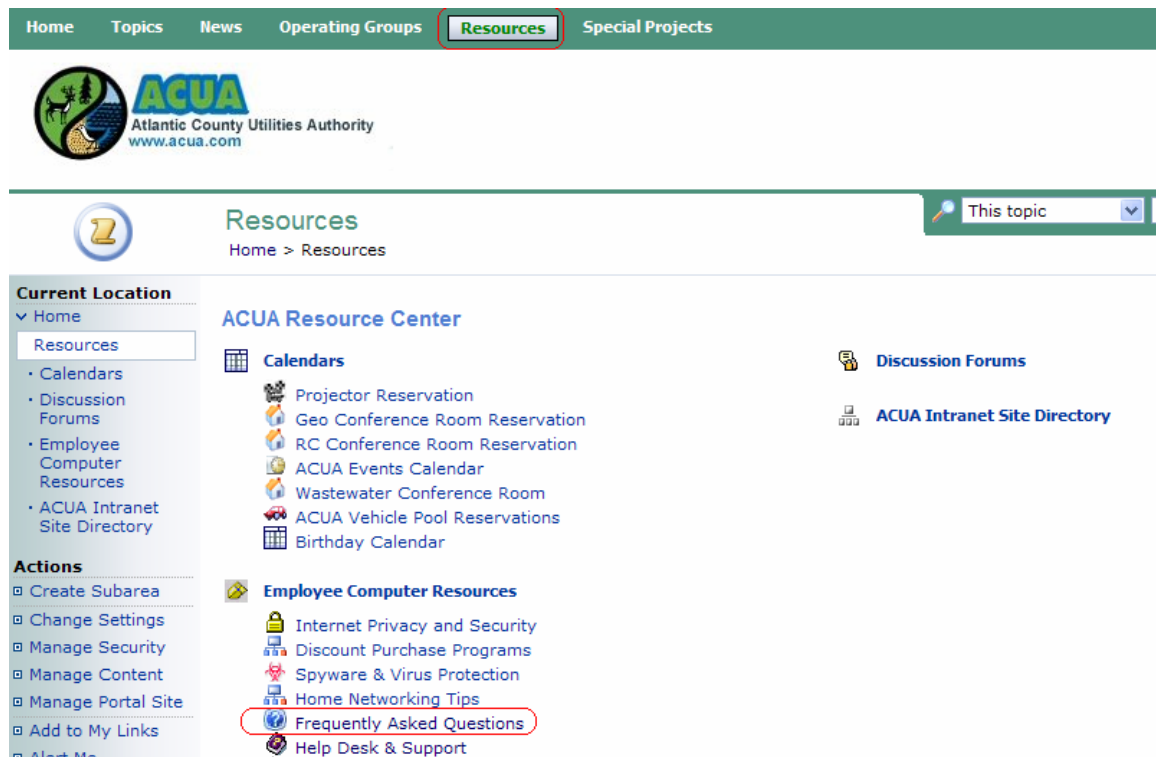
Click once on “To” and click “Close” to add his name to the list of folks you want to send this e-mail to. (Circled in the next example:)



Once you are satisfied with the content of your message, click send as shown here:



If you have any further questions, don't forget to check out our online resources on Sharepoint, under “Resources” and “Frequently Asked Questions”:



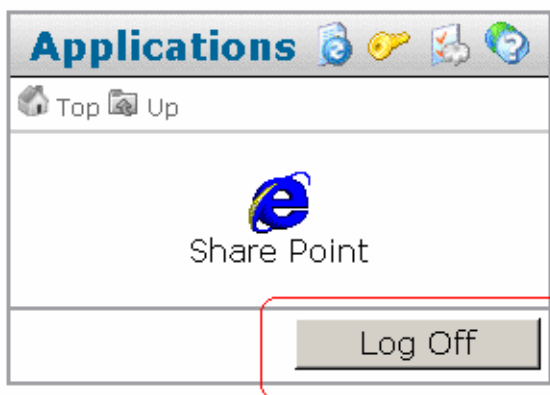
Once you are done using the [INTRANET](#), don't forget to logout!

To Log off, close the Intranet screen and click on the "Log off" button (circled below).

(For those using an ACUA Kiosk, click on "Start" and click on "Log Off" and turn off just the monitor.)



## Web Interface for MetaFrame® Presentation



### Welcome

Welcome to the ACUA Network, please enter your username and password, and then click Log In.

If you do not know your login info, contact your system administrator.

By logging into the ACUA computer system, you agree that all electronic communications are subject to review and that the user has no right to privacy. Improper use of electronic communications may result in disciplinary action.