

Logging In

System Requirements and Recommendations

The NASSGAP system was tested using Firefox (Mozilla) version 1.0, Netscape version 7.2, and Internet Explorer version 6.0. If you use an earlier version of Netscape or Internet Explorer, certain site functions may not work, cookies may become disabled, screen sizing may be troublesome, and you may not be able to update the database. If you use Firefox 1.0, Netscape 7.2, or IE 6.0 (or newer versions), you should not have any issues.

The NASSGAP system will work with any workstation that meets the following requirements:

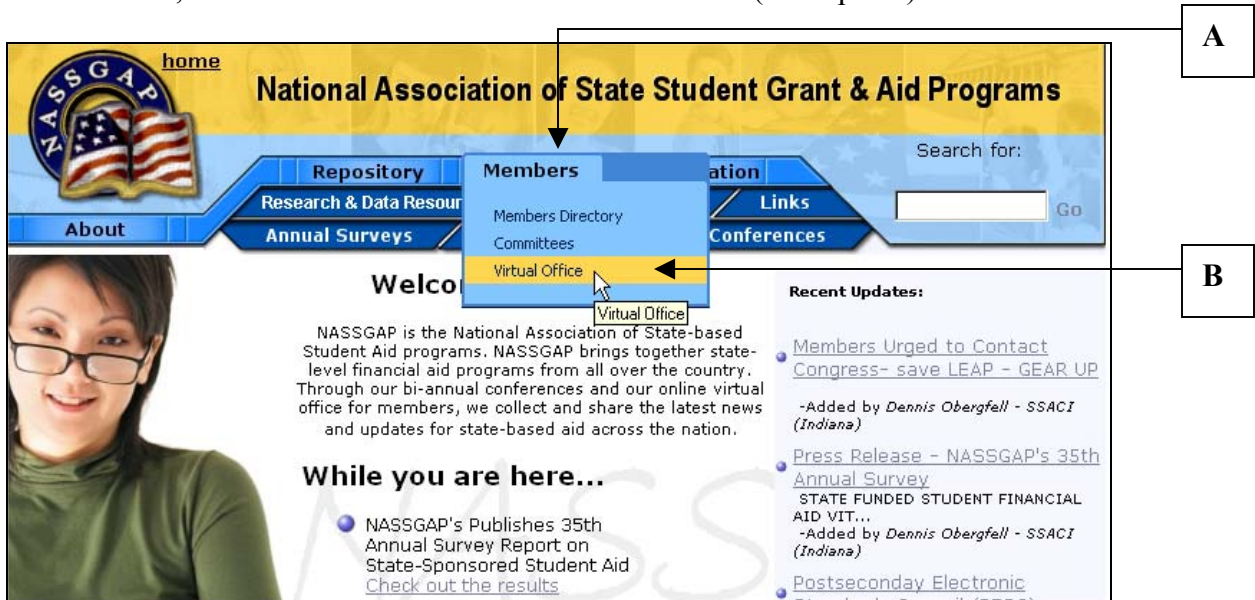
- A computer running Windows (Versions 95 or higher) or Macintosh OS (Versions 10.1 or higher)
- An Internet connection with web access
- A web browser that supports HTML 4.0 and CSS 2.0 (Netscape 6.0 and higher or Internet Explorer 5.0 and higher)
- Screen resolution must be set to 800x600 or higher (see note below **)
- JavaScript must be enabled in your web browser
- Cascading Style Sheets must be enabled
- Cookies must be enabled
- 128 Bit encryption must be supported

** Along with the majority of web sites on the Internet, the NASSGAP web site was designed for screen resolutions of no less than 800x600 pixels. Most 15-inch and larger monitors can handle this resolution without issue and without the user having difficulty seeing text on the screen. If you do not know how to change your screen resolution, contact your IT department or computer support technician for assistance. The site will function at lower resolutions, but you will have to scroll to see hidden information.

How to log into the Virtual Office System


To log into the Virtual Office System;

1. Place your cursor over the “**Members**” drop down menu on the NASSGAP site. (Example A)
2. Click, on the “**Virtual Office**” hover-over button. (Example B)



The screenshot shows the NASSGAP website homepage. The header includes the NASSGAP logo, a 'home' link, and the title 'National Association of State Student Grant & Aid Programs'. A navigation menu contains 'Repository', 'Members', and 'ation'. The 'Members' menu is open, showing 'Members Directory', 'Committees', and 'Virtual Office'. A search bar is on the right. Below the menu, there is a 'Welcome' message, a 'Recent Updates' section with links to 'Members Urged to Contact Congress- save LEAP - GEAR UP' and 'Press Release - NASSGAP's 35th Annual Survey', and a 'While you are here...' section with a link to 'NASSGAP's Publishes 35th Annual Survey Report on State-Sponsored Student Aid'. Callouts 'A' and 'B' point to the 'Members' menu and the 'Virtual Office' link respectively.

Upon entering the Virtual Office you will be required to Login into the system. The “**Login**” page will be displayed.



The screenshot shows the 'Members - Virtual Office' login page. It features a 'Virtual Office Login' header with a key icon. Below the header, a blue box contains the text: 'Before using Virtual Office, you must identify yourself with a valid user ID and password.' There are two input fields: 'User Name:' and 'Password:'. A 'Login' button is located to the right of the password field. Below the input fields, there is a link for 'Forget your password?' and a 'Help (Click to download PDF file)' section with links for 'I Forgot My Password' and 'Login, System Requirements and Security'.

- The **Login** information consists of two fields:
 1. **User Name**
 2. **Password**
1. **Type** your **User Name** into the first field.
 2. **Type** your **Password** into the second field.
 3. **Click** the **Login** button.

Attention!



Your password is **case-sensitive**, so “**mydogskip7**” is not the same as “**MyDogSkip7**.” If you have trouble logging in, make sure your password is correct, and check the status of your **CAPS LOCK** key on your keyboard.

If you have trouble logging in, you may contact the Website Administrator at NASSGAP for assistance.