

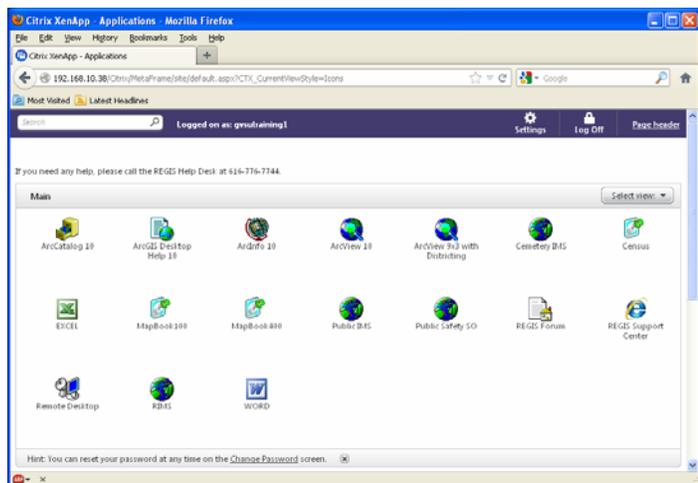
PLEASE NOTE: In order to log into the REGIS ArcGIS applications, you must first have a REGIS User Account. To request one, contact the REGIS Help Desk at (616) 776-7744 or regis@gvmc.org.

Before you Log In the FIRST TIME

- **Important!** You will need to make sure the computer you are using has the latest Citrix web client installed. Please call the REGIS Help Desk to have a staff member connect to your workstation and install the web plugin for Citrix.

Log In to REGIS ArcGIS

- Open a web browser on your computer—Firefox and Internet Explorer are preferred
1. Navigate to one of the following two Internet URLs, depending on in which community or agency you are working:
 - a. For **EAST GRAND RAPIDS, KCRC, KENTWOOD, Walker** or **WYOMING** users, point your web browser to <http://192.168.10.38/Citrix/Metaframe/> and continue to Step 3 below.
 - b. For **ALL OTHER USERS** (and for East Grand Rapids, Kentwood, KCRC, Walker and Wyoming users logging in from remote locations (e.g. your house), navigate to <https://csg.gvmc-regis.org/Citrix/Metaframe/> and click on “Participant Access”.
 2. In the “REGIS Application Web Interface” that comes up next, enter your REGIS Username in the “User Name” field and your REGIS Password in the “Password” field. Click the “Log In” button. If you have forgotten your username or password, call the REGIS Help Desk at (616) 776-7744 and the staff will be happy to assist you.
 3. When you successfully log in, the “Applications” screen will show you all of the REGIS applications you have access to, which may be anywhere from two to several items. **Single-left click** on the application you want to open and, after a moment of processing your request, the program will launch. It is normal for there to be a delay while the application launches, depending on the speed of your network connection.



For assistance or additional information on logging into the REGIS ArcGIS environment, please call the REGIS Help Desk at (616) 776-7744, send an e-mail to regis@gvmc.org, or consult the REGIS Support Center at http://www.gvmc-regis.org/regis_users.html. For information on GIS training offered at REGIS contact Brenda Brittain at (616) 776-7751 or visit the REGIS training website at <http://www.gvmc-regis.org/training.html>