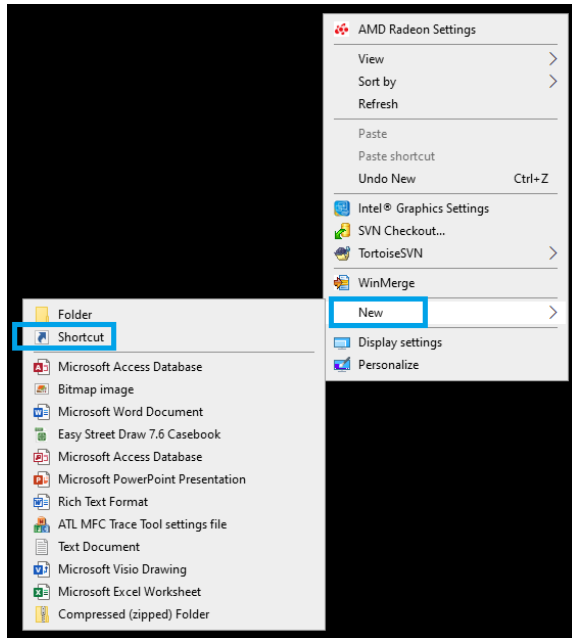


Create CLEMIS Login Desktop Icon

Step 1: Right-click on an empty space in the desktop, click **New** and then click **Shortcut** to launch Create Shortcut wizard.



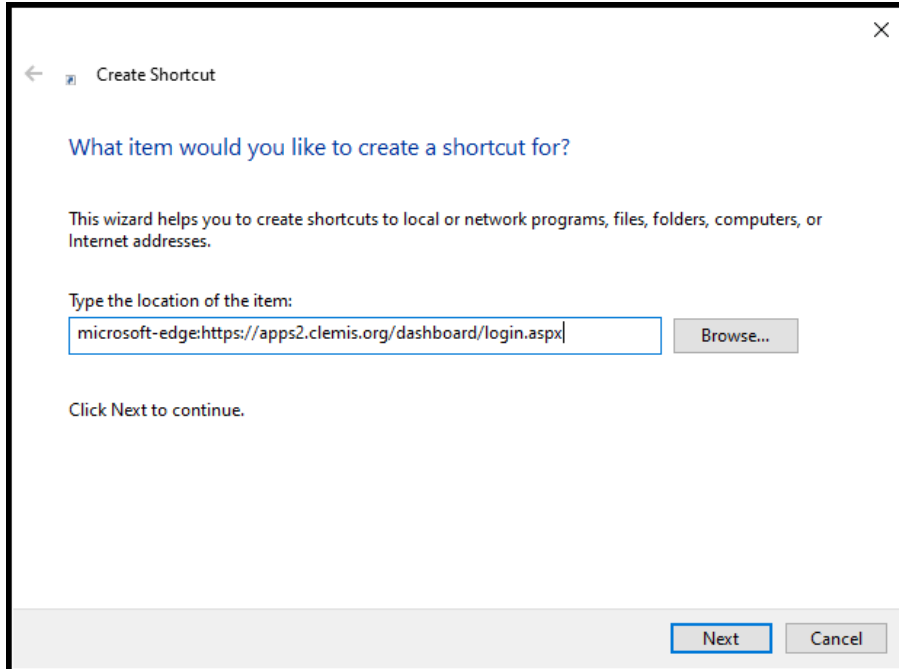
Step 2: Cut and paste the url you need to make a shortcut of.

Select from the following sample urls:

1. “microsoft-edge:https://apps.clemis.org/citation/login.aspx”
- For Admin Dash: Citation.
2. “microsoft-edge:https://clemisweb.clemis.org/dashboard/login.aspx”
- For CFIRS application.
3. “microsoft-edge:https://clemisweb.clemis.org/websearch/login.aspx”
- For WebSearch application.

Copy one of the item without the double quotes (“) and **click Next to continue**. See diagram 2.1.

Diagram 2.1:



Step 3: Name the shortcut (i.e. “CFIRS Login”, “CFIRS”, etc.) and **click Finish**. See diagram 3.1.

Diagram 3.1:

