**Slide 1 - Title**



**Text Captions**

**Logging in to the MITAS Internet
Property Management site**

**Notes**

**Slide 2 - Objectives**



**Text Captions**

**Section One**

**Objectives**
In this section, you will learn how to login to the MITAS Internet Property Management site.  An interactive
simulation will help you practice the new skill.

**Notes**

**Slide 3 - Scenario**



**Text Captions**

## Scenario

Vicky, a property manager calls you...

*"Hi Becky, I'm trying to log in to the MITAS Internet Property Management site for the first time.  How do I do this?"*
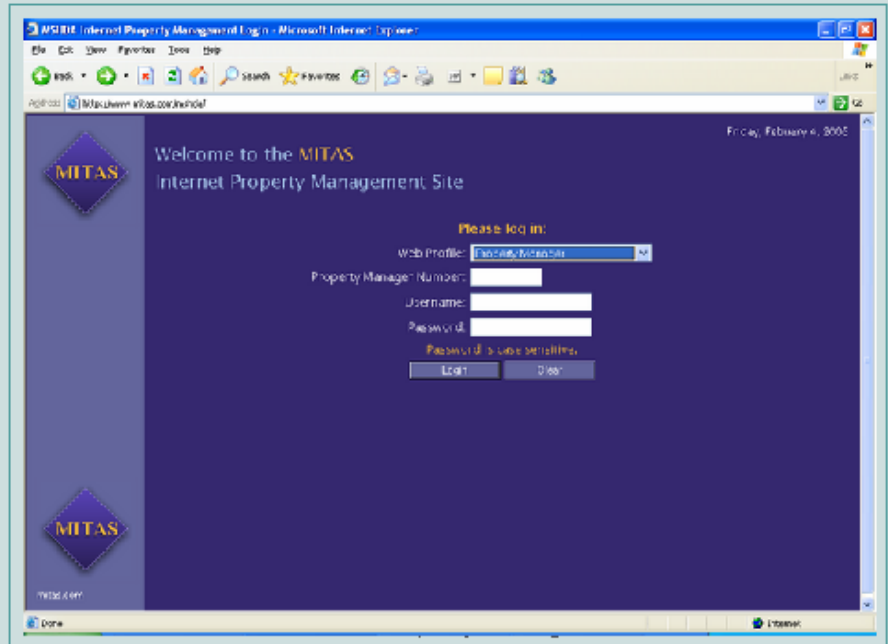
Let's find out how we can help Vicky.

**Notes**

**Slide 4 - Concept**



**Text Captions**

**How to Log in**

It is easy to login in to the MITAS Internet Property Management site.  In order to do this, you must choose a **web profile**, input your **number**, **username**, and **password**.

The simulation on the next pages shows you how to do this.

**Notes**

**Slide 5 - Simulation**



**Text Captions**

### Simulation

### How to Log in

The following simulation takes you through the steps needed to log in to the MITAS Internet Property Management site.  You will be shown how to carry out the appropriate steps.
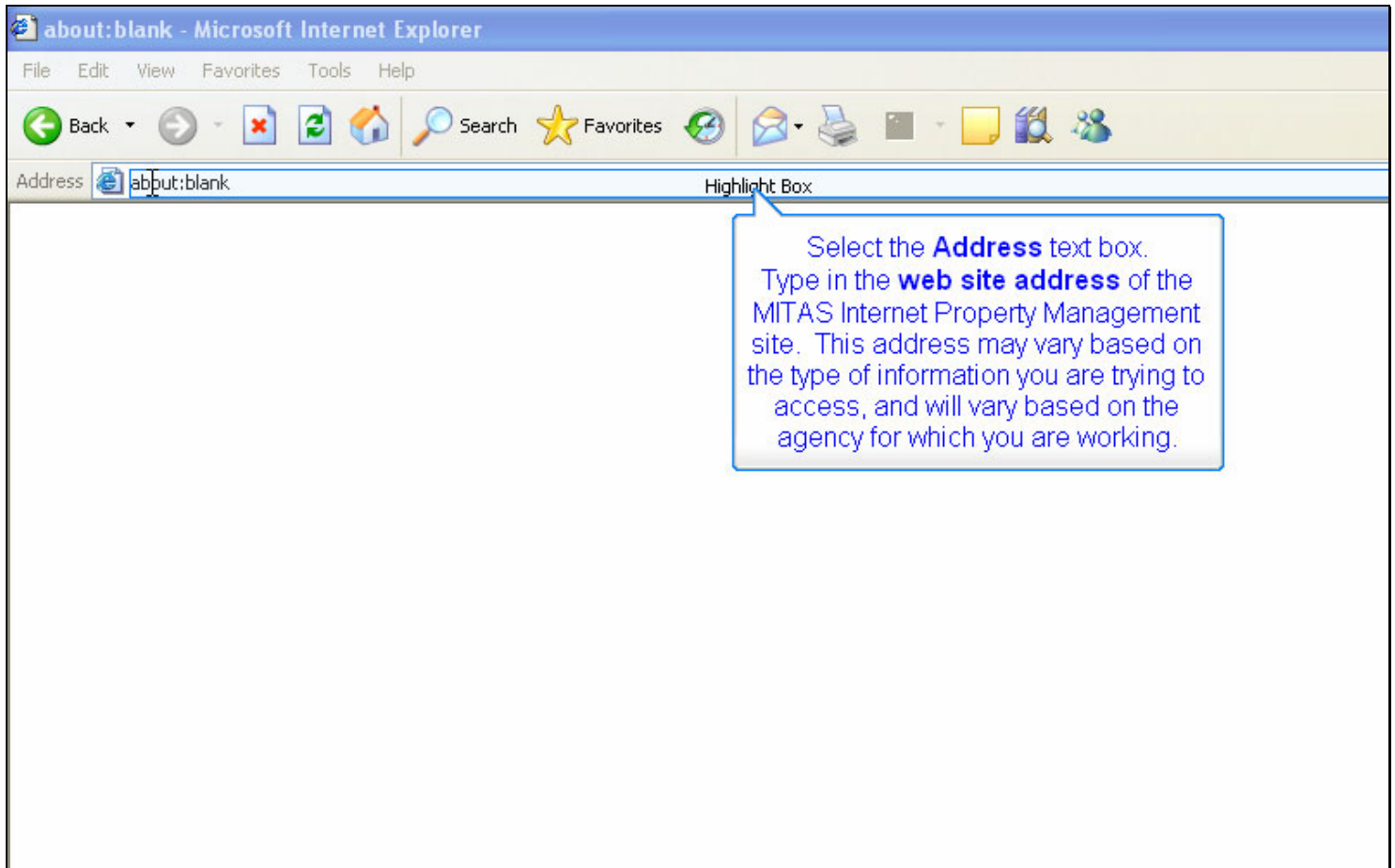
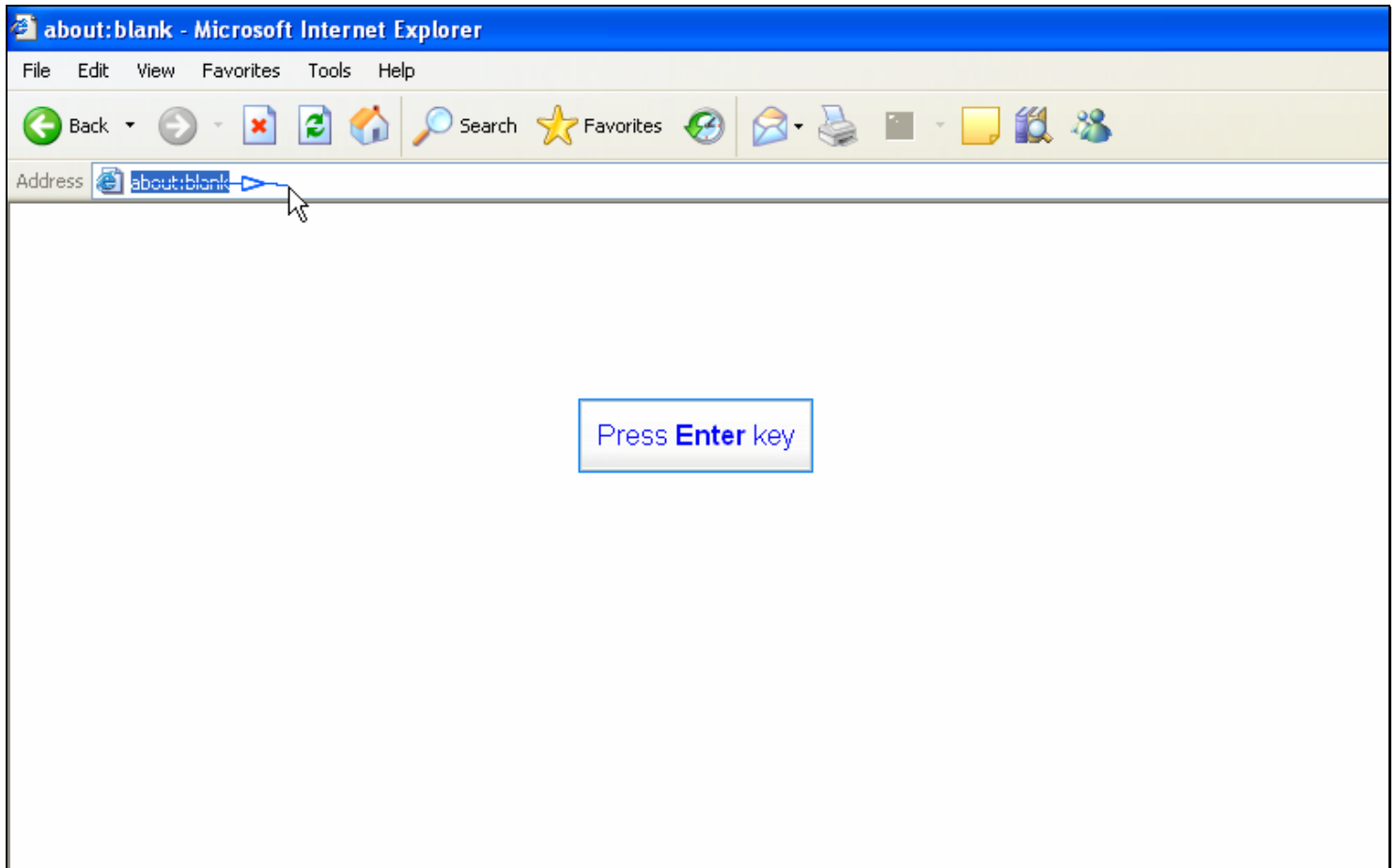**Notes**

**Slide 6 - Slide 6**



**Text Captions**

Select the **Address** text box.
Type in the **web site address** of the
MITAS Internet Property Management
site.  This address may vary based on
the type of information you are trying to
access, and will vary based on the
agency for which you are working.
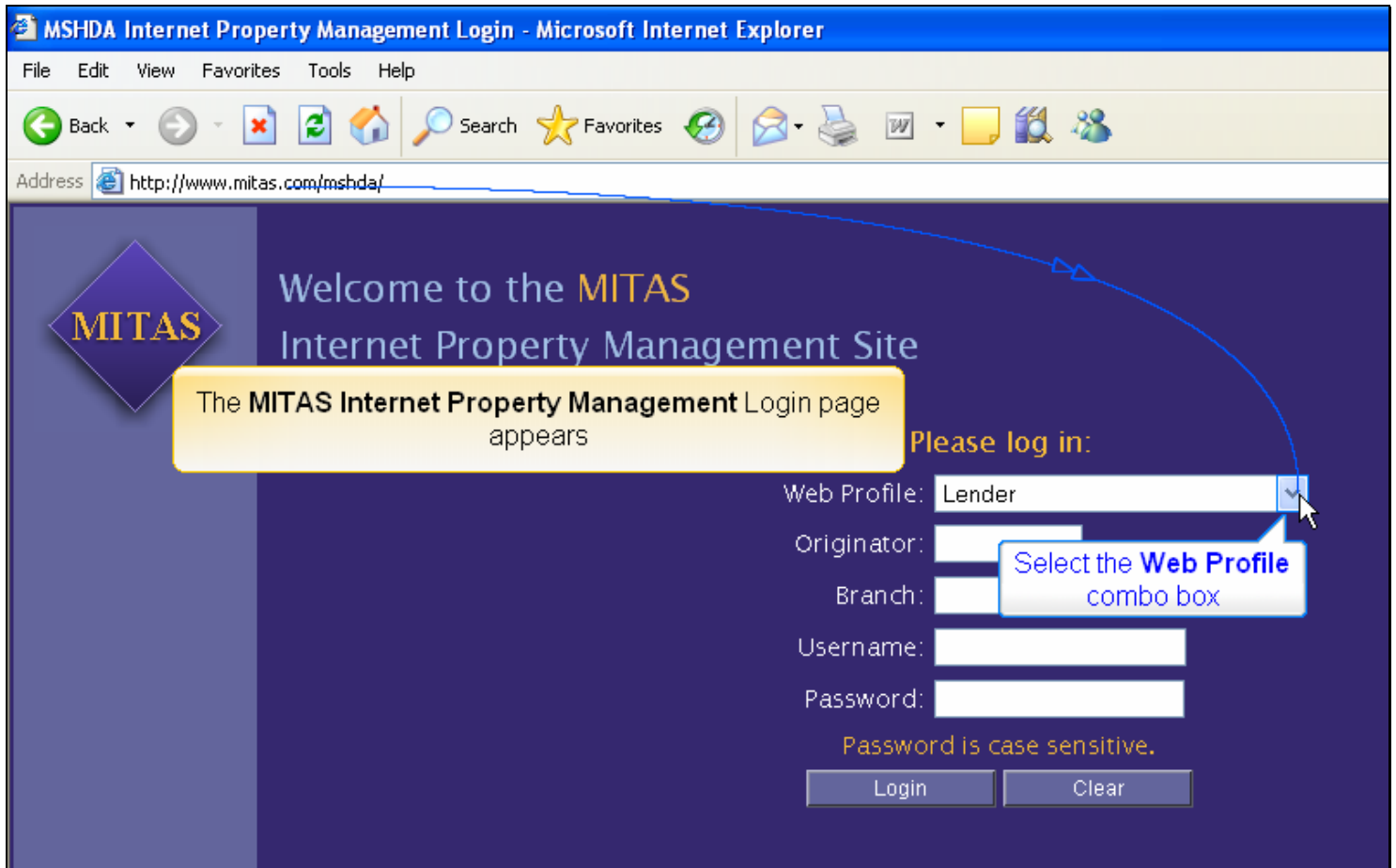
**Notes**

**Slide 7 - Slide 7**



**Text Captions**

Press **Enter** key

**Notes**

**Slide 9 - Slide 9**



**Text Captions**

The **MITAS Internet Property Management** Login page appears

Select the **Web Profile** combo box

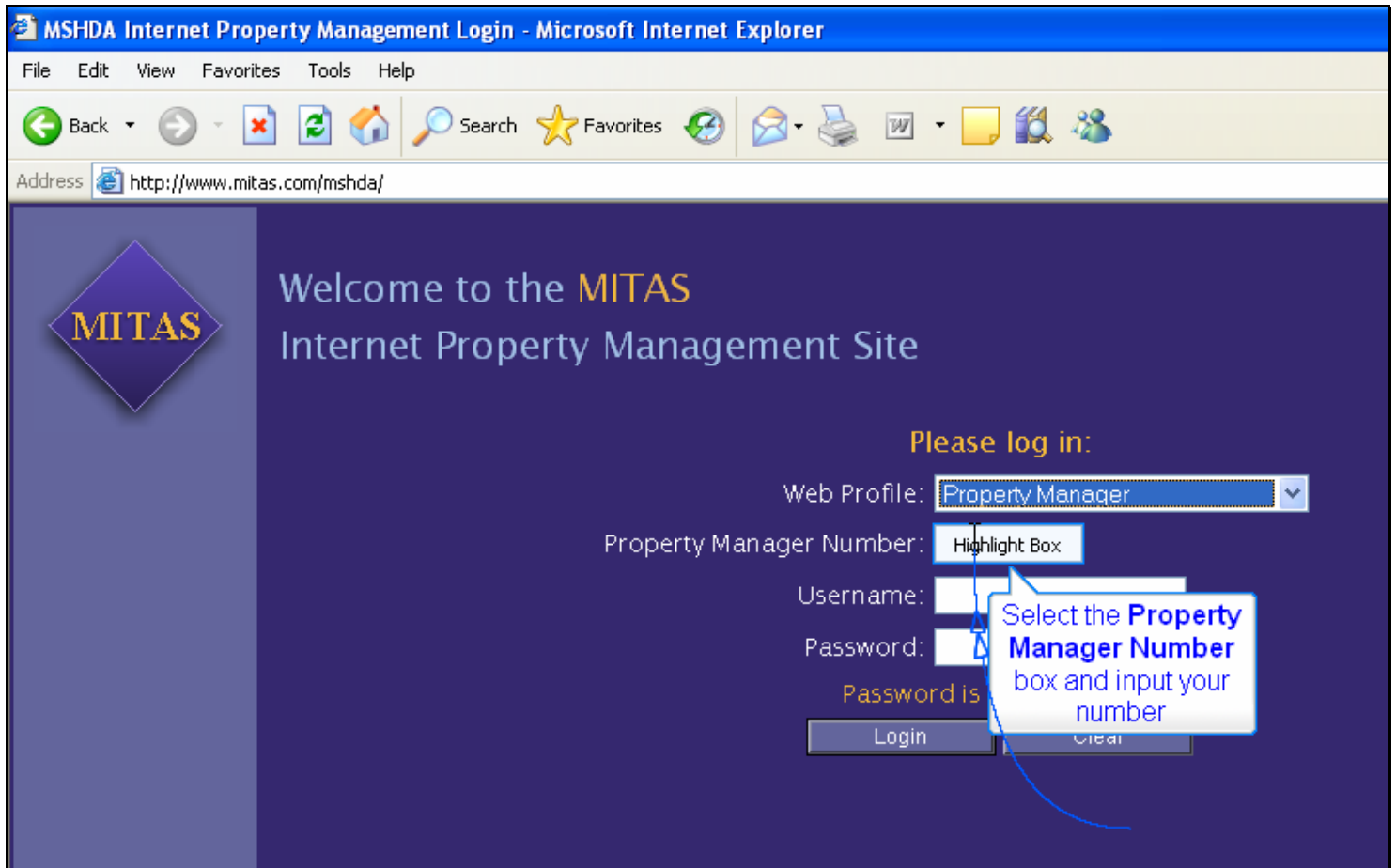**Notes**

**Slide 10 - Slide 10**



**Text Captions**

For **administrative** functions, select the **Property Manager** item.

For **compliance** functions, select the **Property Manager - Compliance** item.

For **financials**, select the **Property Manager - Financials** item.

**Notes**

**Slide 11 - Slide 11**



**Text Captions**

Select the **Property Manager Number** box and input your number

**Notes**

**Slide 13 - Slide 13**



**Text Captions**

Select the **Username** box, and input your username.
If you are performing administrative functions, you must input the administrator user name.

**Notes**

**Slide 14 - Slide 14**



**Text Captions**

Select the **Password** box, and input your password. Passwords are **case sensitive**.
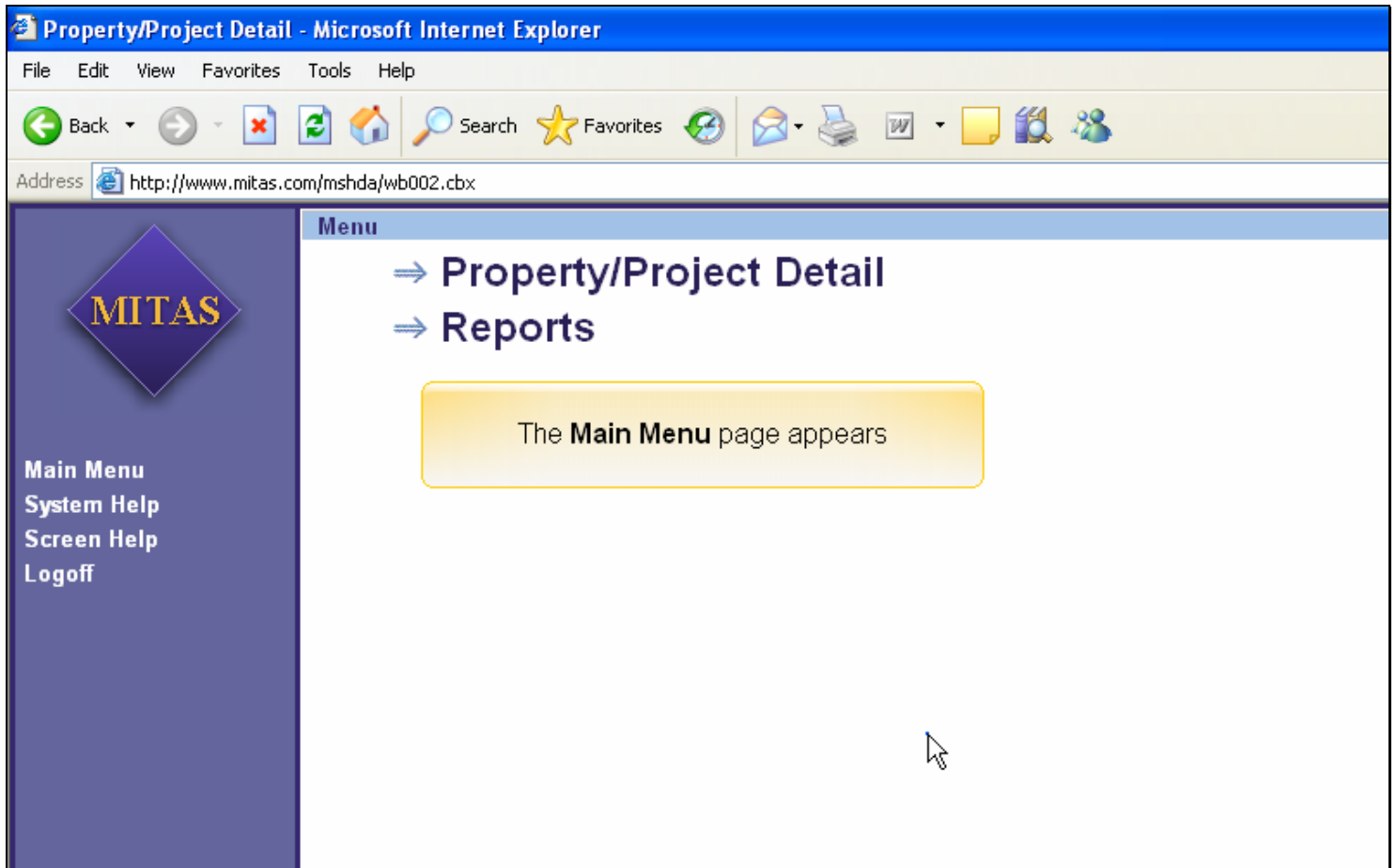
**Notes**

**Slide 16 - Slide 16**
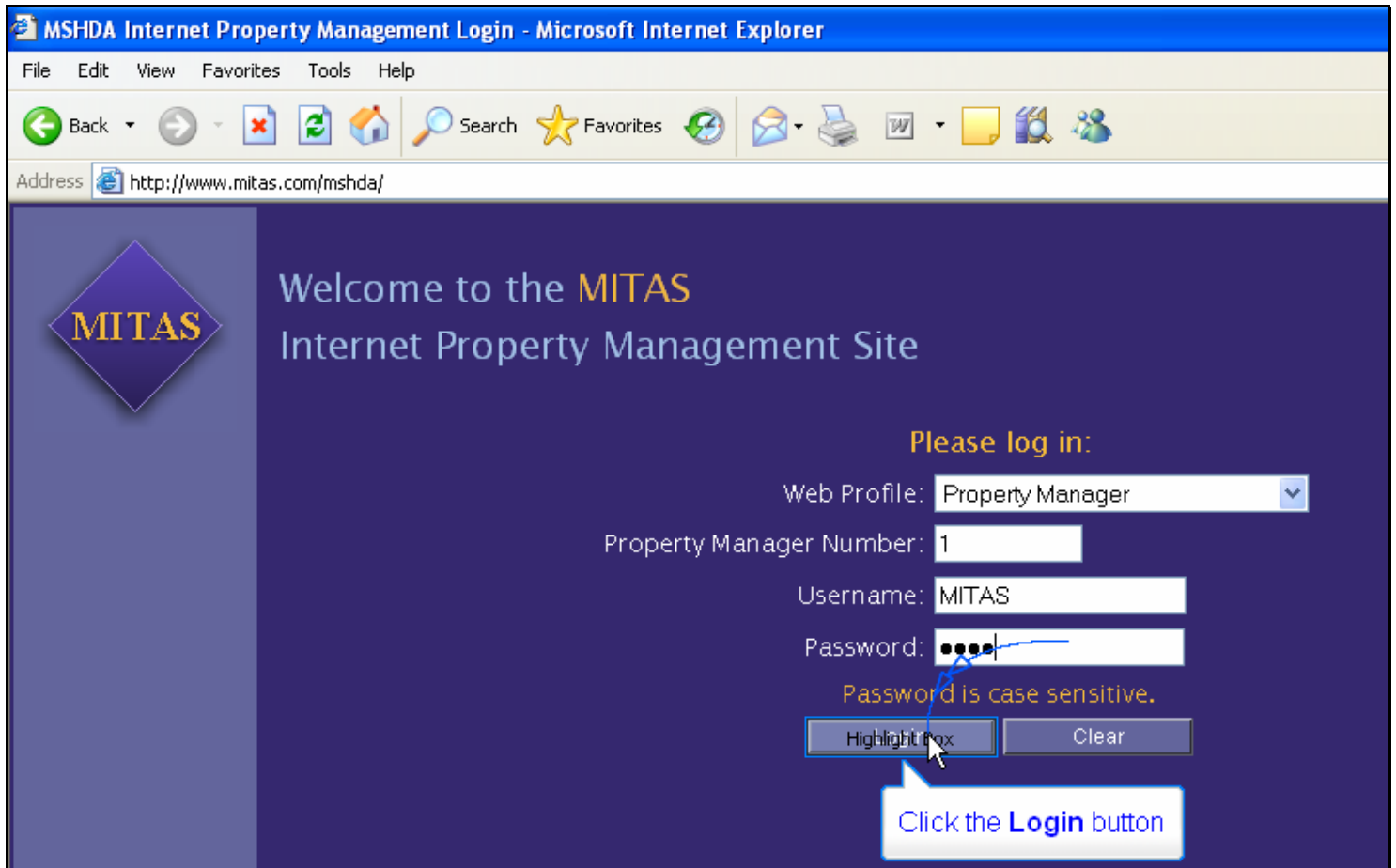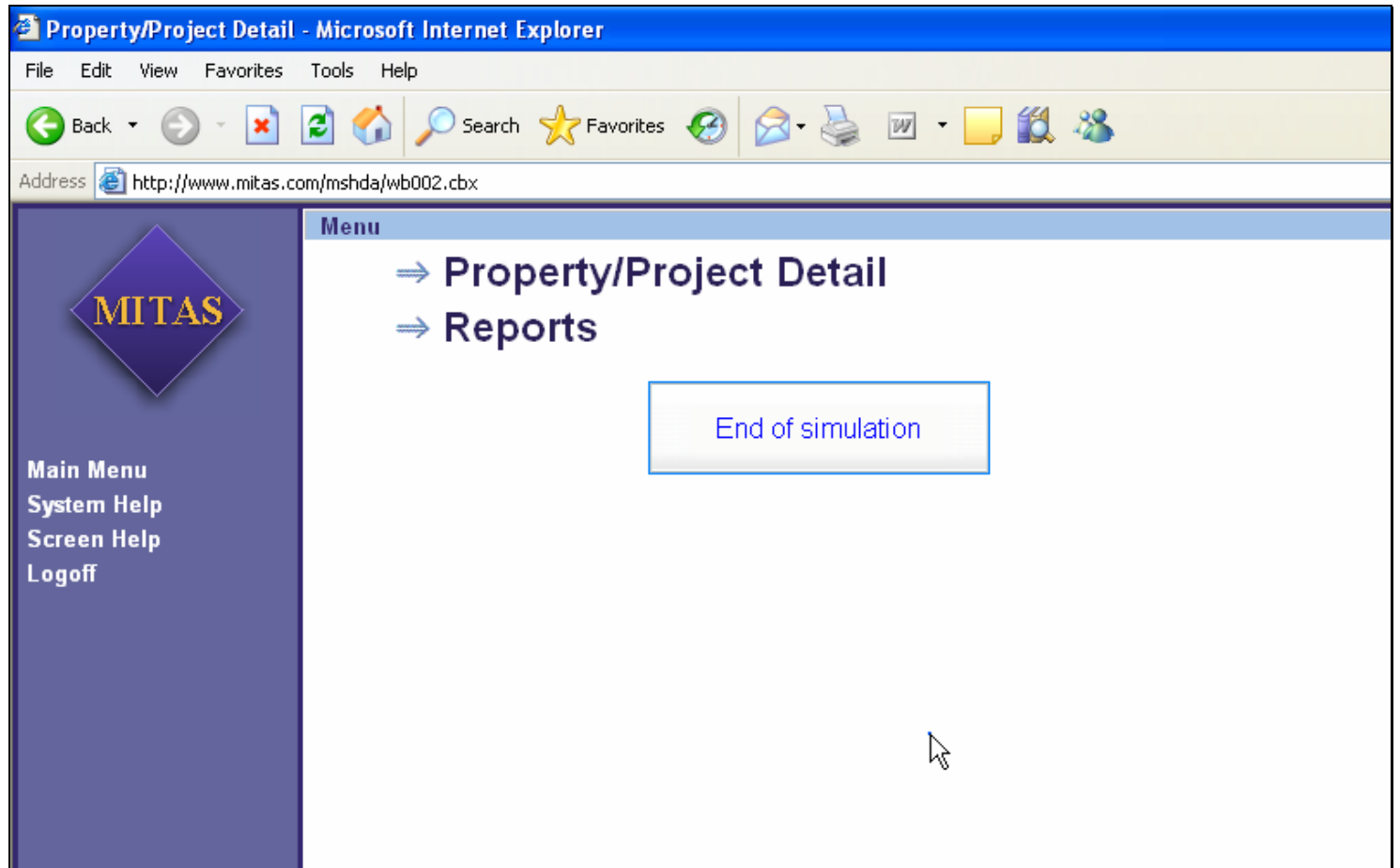


**Text Captions**

Click the **Login** button

**Notes**

**Slide 18 - Slide 18**



**Text Captions**

The **Main Menu** page appears

**Notes**

**Slide 19 - Slide 19**



**Text Captions**

<p style="text-align:center">End of simulation</p>

**Notes**

**Slide 20 - End**



**Text Captions**

# Congratulations!
## You have completed Logging in to the MITAS Property Management site

**Notes**