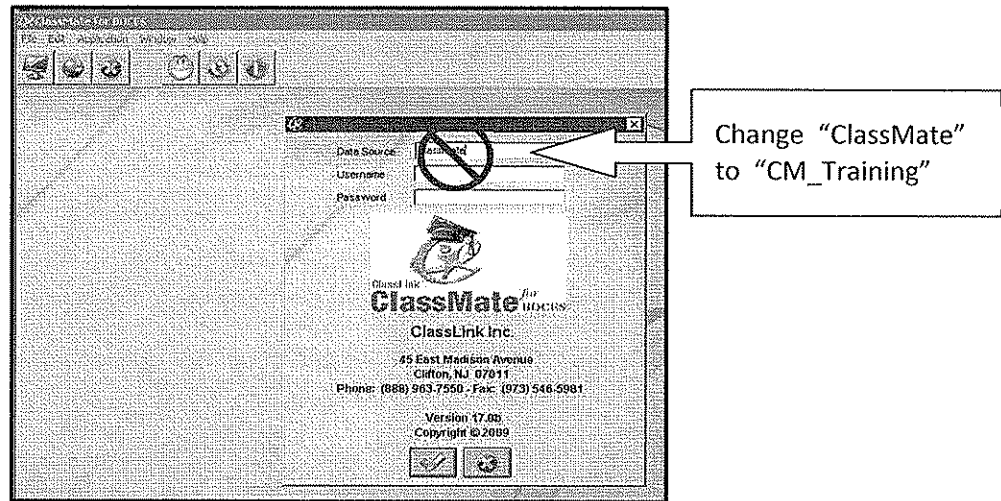


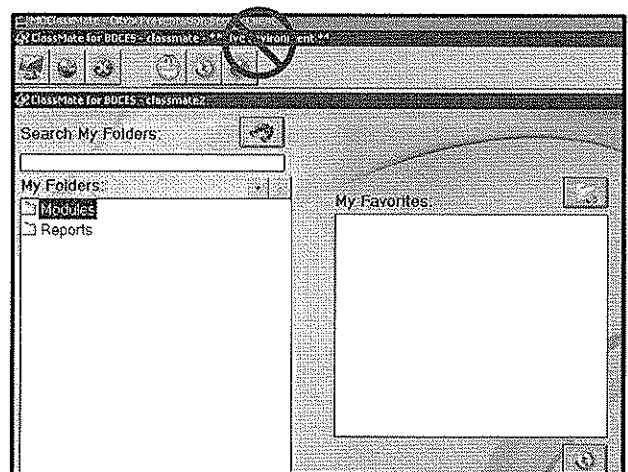
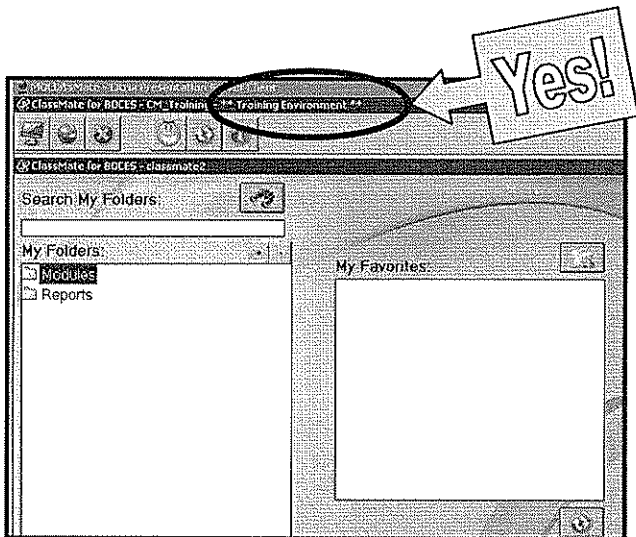
# How to Log In to ClassMate From Home

1. Using your browser and go to <http://www.classlink.com/sites/onccm>
2. **VERY IMPORTANT!!** When you first log in, you will need to change the database from “ClassMate”, which is the LIVE database environment to “CM\_Training”, which is your training database environment.

*We always want to explore and practice in the training environment only.*



3. Now enter your **user name:** (example: ssmith for Sally Smith)
4. Now enter your **password:** password or whatever you have already changed it to (All users first login will be the word “password” until you change it. )
5. Then check above your tool buttons to see the name of the database you are working in.



6. If you are in “CM\_Training” you are now ready to explore ClassMate! ( Switch to “Classmate” to go into the LIVE database to enter information)