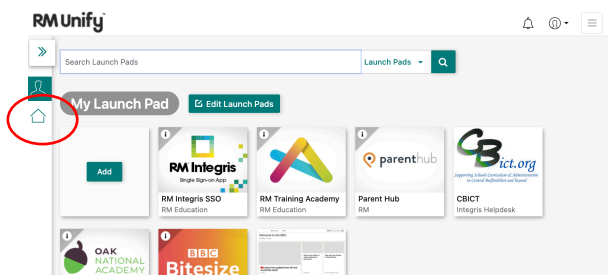


RM Unify - End User Helpsheet

Logging into RM Unify


1. Locate and click on your shortcut link to RM Unify
(the shortcut should be going to www.rmunify.com)
2. Once logged in, check that you are viewing the **Home Launch Pad** screen by clicking the **Home**  icon if not in view




3. Click on the **RM Integris+ SSO** tile to access Integris
4. Proceed to access Attendance etc. as per your normal routine.
5. Log out of RM Integris+ in the normal way through the **Logout** option in the top right menu.
You will return to the RM Unify Home Launch Pad.

Logout of RM Unify

Note: If using **RM Integris+**, ensure you are logged out of RM Integris+ before you attempt to logout of RM Unify. You will see 'You have attempted to refresh the RM Integris page or you have attempted to open multiple RM Integris+ sessions from a desktop shortcut or a hyperlink' error message appear if still logged in in RM Integris+

1. Click on the **arrow** next to the **Profile Settings**  icon in the top right
2. Click **Sign Out**
3. Then click **Complete Sign Out** to sign you out of all the apps listed on the screen
The next window confirms the apps in which you have successfully signed out

Change your RM Unify password if you need to

1. Click on the **My Profile**  icon (top right) and select **Change Password** from the menu
2. Enter your current password and then enter your new password in the **New password** and **Confirm password** boxes
3. Click **Change password**