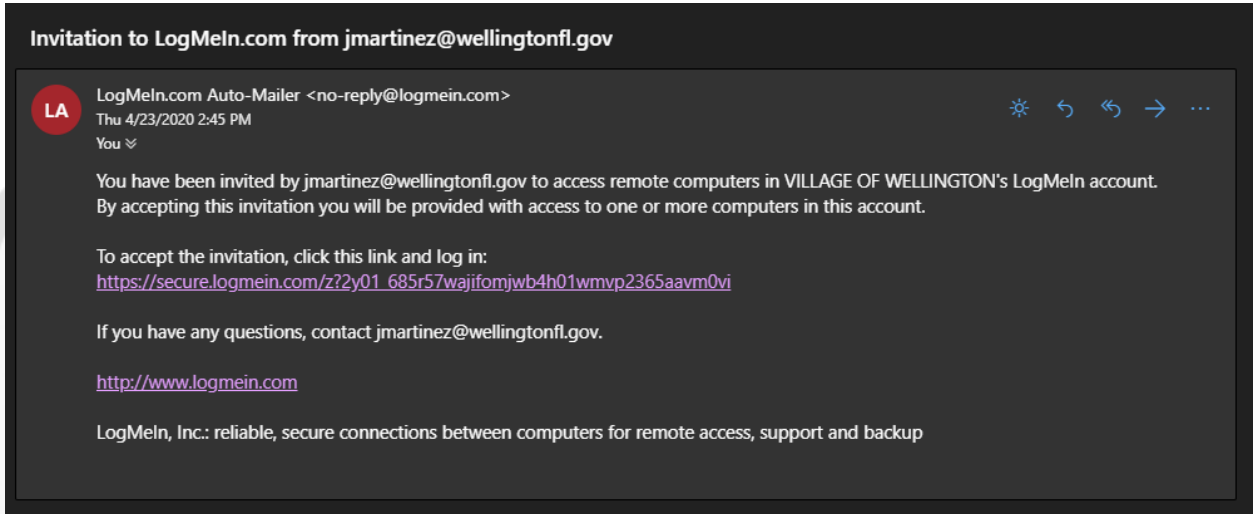
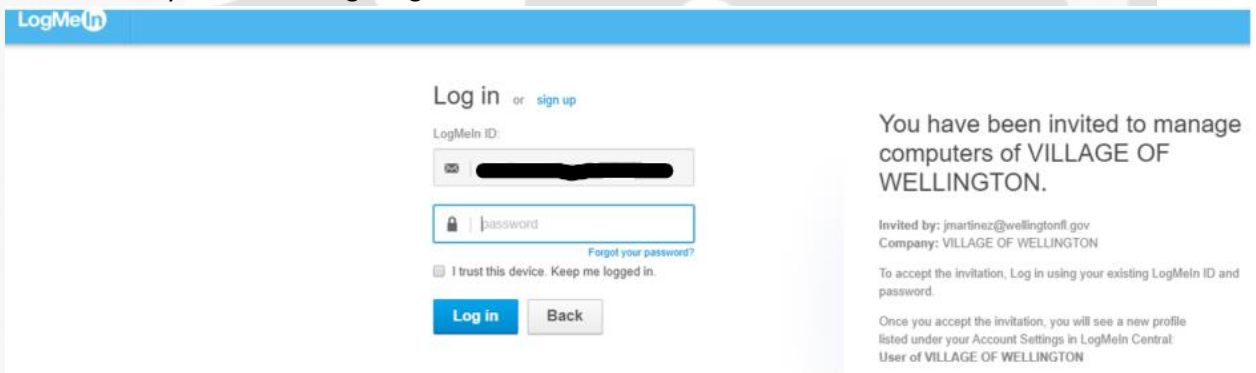


LogMeIn INSTRUCTIONS:

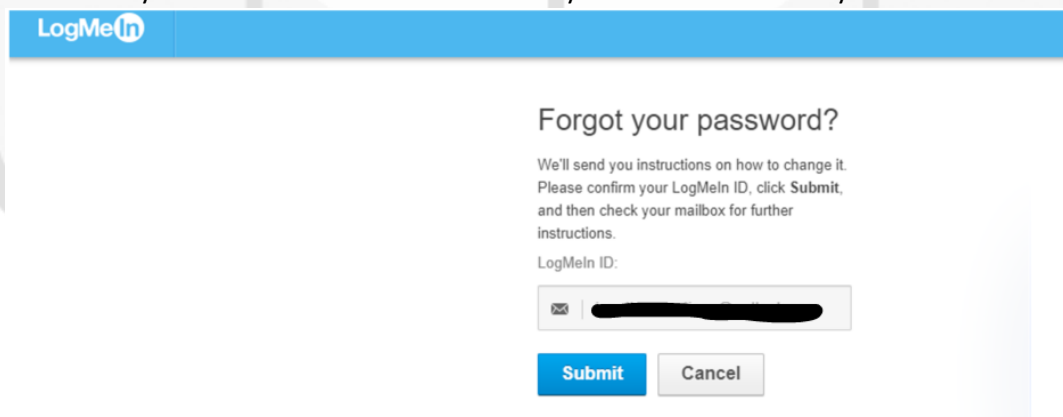
1. Contact Village of Wellington IT DEPT to request LOGMEIN Access and account.
2. The IT DEPT will setup your Account and you will get an email like following (see picture below). Please click on the link in the email to ACCEPT



3. This will take you to the Village LogMeIn website. Click on FORGOT YOUR PASSWORD



4. Made sure your WELLINGTON email is the one you send the RESET of your PASSWORD



5. You will receive a new email with a link to reset the password.

6. Please select a NEW PASSWORD for your account.

LogMeIn

Create new password

LogMeIn ID: [REDACTED]

.....

.....

fair

Create new password Cancel

7. You must set up a TWO-STEP verification for your account

LogMeIn

Your administrator has turned on two-step verification for your account.
Setup takes a few minutes – and you can't log in without it.
Questions? Contact your organization's administrator.

You must set up two-step verification

Two-step verification protects your account
Without two-step verification, anyone who knows your password can access your data.

Two-step verification adds a second layer of protection, like a bank machine that requires both a card and a PIN to protect your money.

Security made simple
Use LastPass Authenticator by LogMeIn to verify with a single tap.

After entering your LogMeIn ID and password, you'll be prompted to enter a one-time code from a mobile app, email, or a text message.

Get started Log out

[Learn more](#)

8. Select GET SECURITY CODE BY TEXT MESSAGE

LogMeIn

Protect your account

1 **Primary**
The main method you will use to confirm your identity when logging in

Use a mobile app
Verify your identity with an authenticator app running on your phone or tablet

Set up mobile app

OR

Get security codes via text message
Codes are sent to your phone

Set up text message

2 **Backup**
Your backup method when the primary is unavailable

3 **Activate two-step verification**

Cancel

9. BACKUP made sure you select CODES VIA EMAIL (use your Wellington email)

Protect your account

1 **Primary**
The main method you will use to confirm your identity when logging in

Get security codes via text message
Number provided: +1 305-726-3859

Edit Use authenticator app instead

2 **Backup**
Your backup method when the primary is unavailable

Use a mobile app
Verify your identity with an authenticator app running on your phone or tablet

Set up mobile app

OR

Get security codes via email
Codes are sent to the email address you provide

Set up email

3 **Activate two-step verification**

Cancel

10. It should look like this

1 **Primary**
The main method you will use to confirm your identity when logging in

Get security codes via text message
Number provided: +1 [REDACTED]

Edit Use authenticator app instead

2 **Backup**
Your backup method when the primary is unavailable

Get security codes via email
Use my LogMeIn ID email

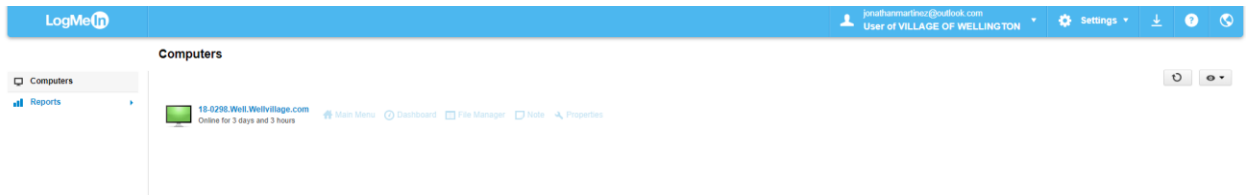
Edit Use authenticator app instead

3 **Activate two-step verification**

I want to be prompted for a security code:

- When a LogMeIn product demands
- Everytime I log in

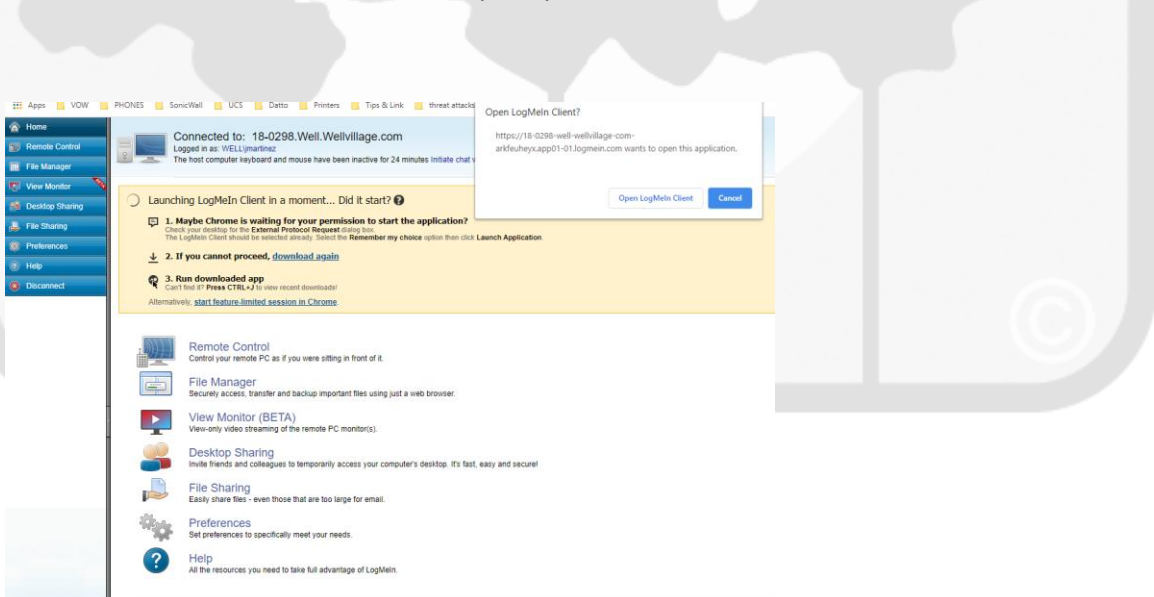
11. You should see your computer available at this step CLICK on the computer name to connect



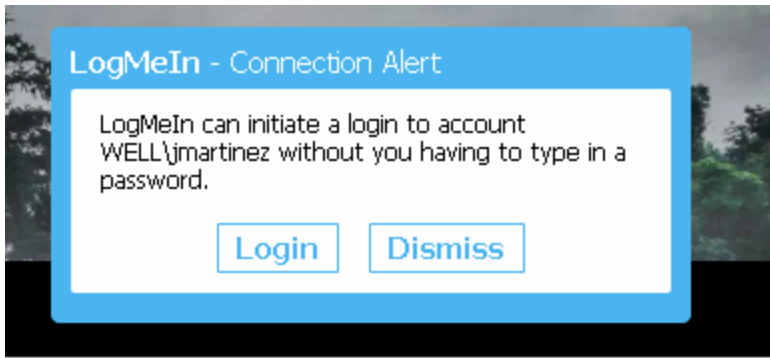
12. You will input your USERNAME and PASSWORD for your office computer and select from the drop down menu LOG IN TO and select WELL



13. Click on Remote Control and follow the prompts to download a installer



14. If you have connect to your desktop you will be able to login by clicking on LOGIN



15. If you have DUAL MONITORS please click on option and select MULTI MONITORS

