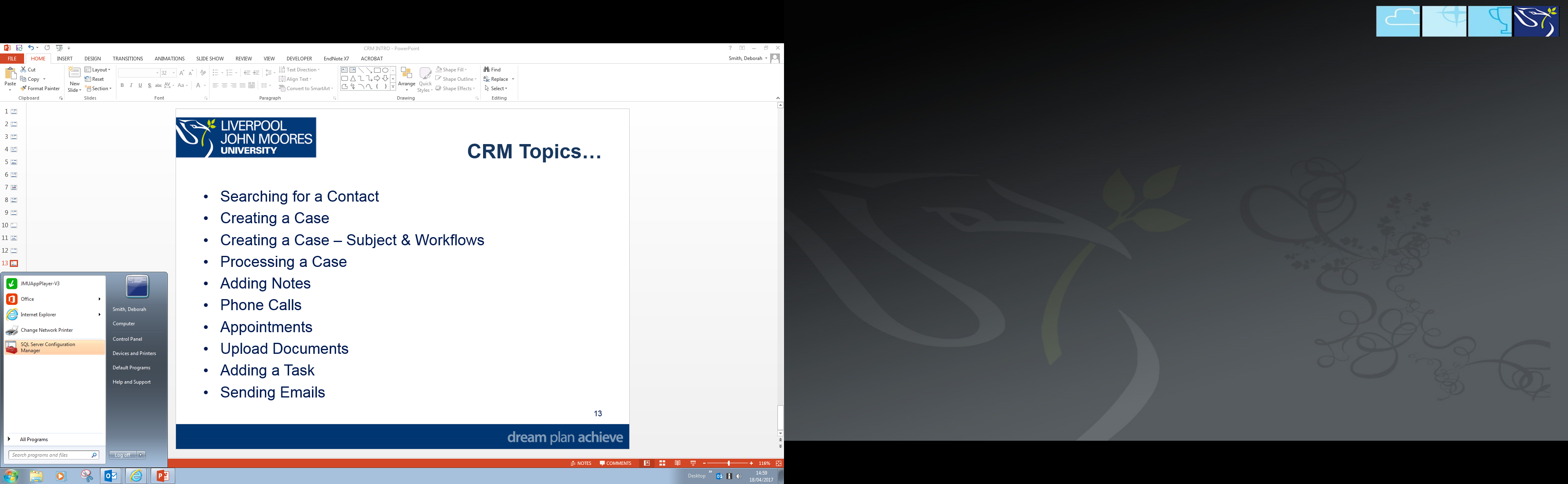
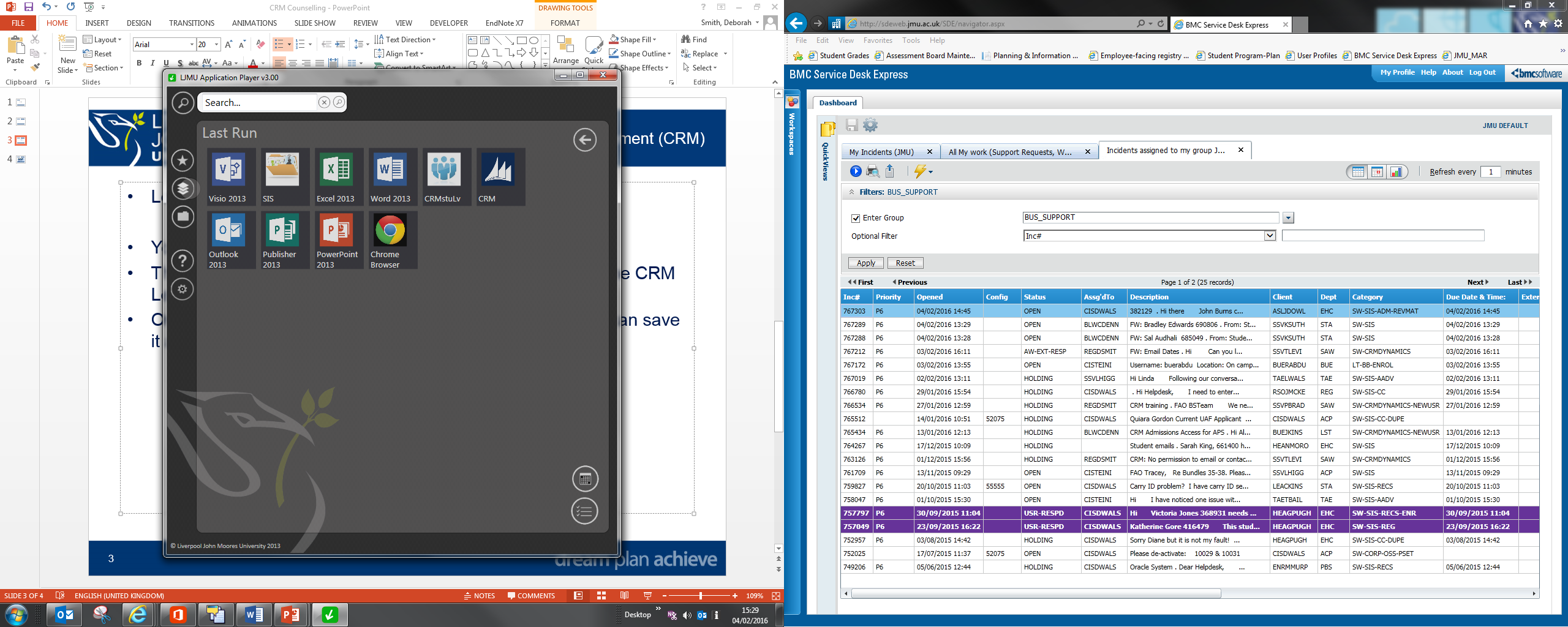
**Careers: First Time Logging on to CRM Production….**

1. **Logging in for the first time:** 
   1. ***CRM Production/Live:*** [CRM LIVE LINK](http://crm.ljmu.ac.uk/Production/main.aspx#666576561)
   2. ***Also, via App Player:***
      1. You should also be able to find CRM via JMU App Player: 
      2. Search ‘**CRM**’.
      3. This is the Icon for Dynamics. Be sure to pick this and not the CRM Legacy system



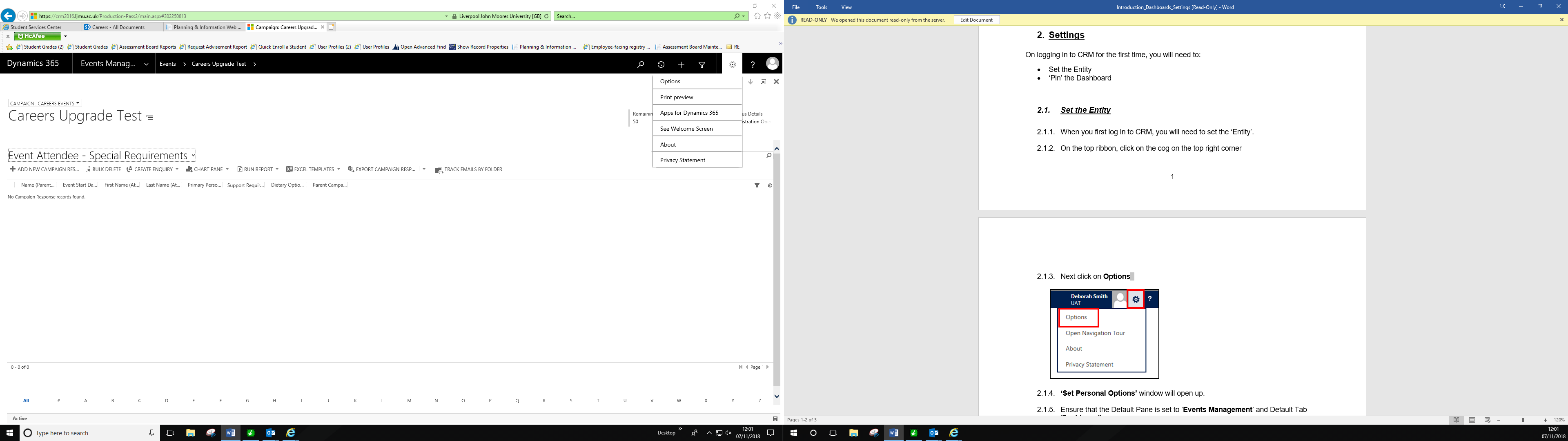
* + 1. Once you have accessed the system for the first time, you can save it as a favourite on your browser.

\*\*Please note, we recommend you use Internet Explorer as this is the University’s supported browser.\*\*

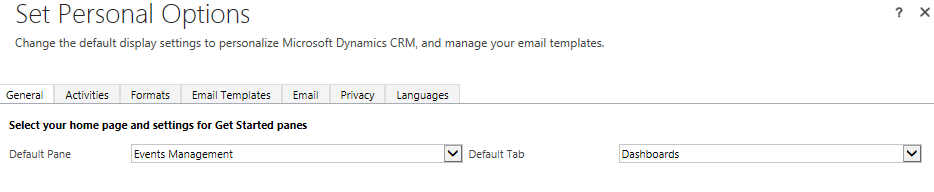
1. **Settings**

On logging in to CRM for the first time, you will need to:

* Set the Entity
* ‘Pin’ the Dashboard
  1. ***Set the Entity***
     1. When you first log in to CRM, you will need to set the ‘Entity’.
     2. On the top ribbon, click on the cog on the top right corner
     3. Next click on **Options**



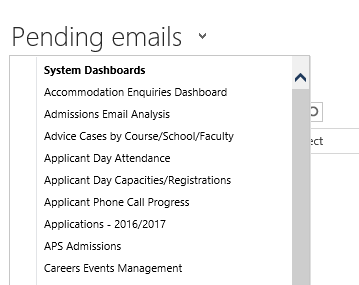
* + 1. **‘Set Personal Options’** window will open up.
    2. Ensure that the Default Pane is set to ‘**Events Management**’ and Default Tab ‘**Dashboard’**

****

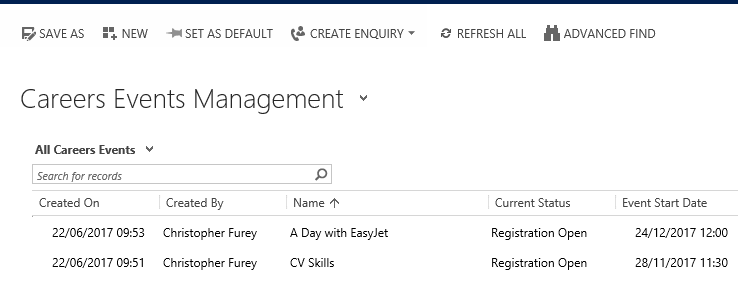
* + 1. Click **Ok.**

1. ***Pin the Dashboard***
   * 1. This is advised so that your Dashboard appears whenever you open up CRM.
     2. To do this, click on the arrow to the right of the Dashboard name that your Home Page defaults to on first log in:

* + 1. Select ‘**Careers Events Management’** from the list.



* + 1. The Dashboard will open up.
    2. At the top of the page, under the blue ‘ribbon’, you will see a ‘Set as Default’ icon. Click here.



* + 1. Your Dashboard is now ‘pinned’ and will appear whenever you open up CRM.