

## AccKnowledge Step-by-Step Example Login in PC Instructions

- 1) Download Citrix from here: <https://support.m3as.com/citrixreceiverweb.exe>
- 2) Set up Citrix and log on to the M3 AccKnowledge from:  
<https://clientportal.m3as.com/>

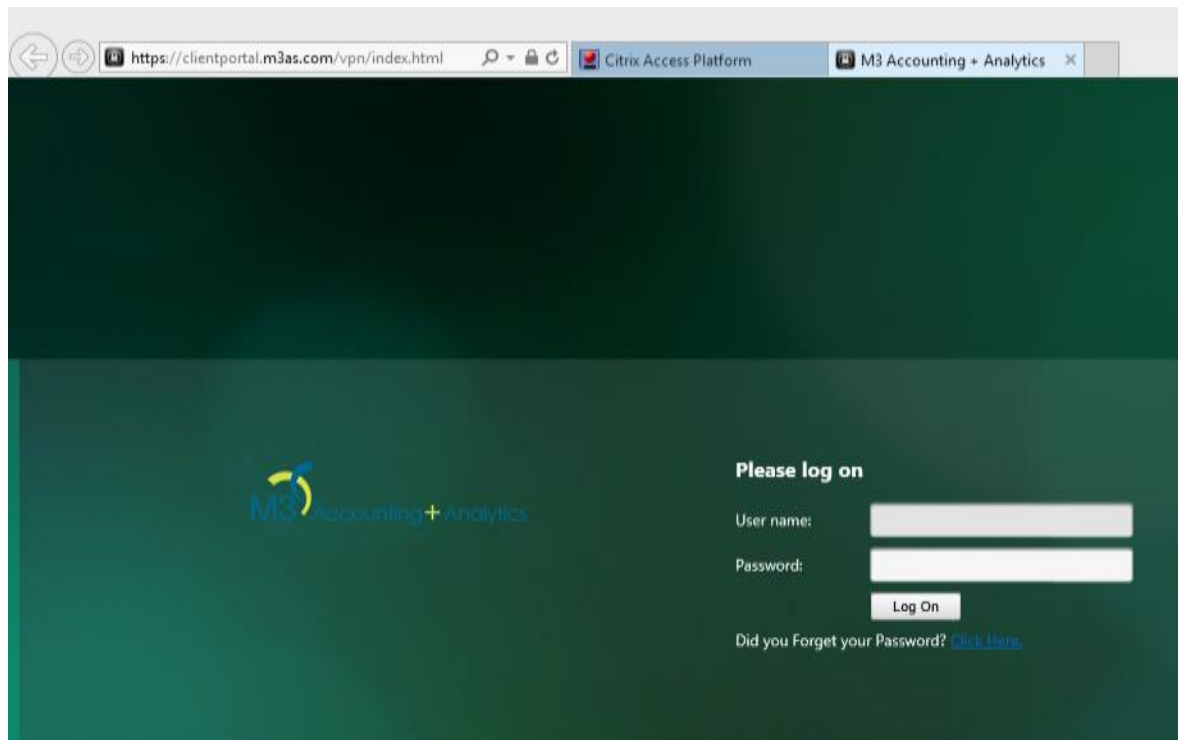


Figure 1: Log on to the M3 Accounting + Analytics with Citrix

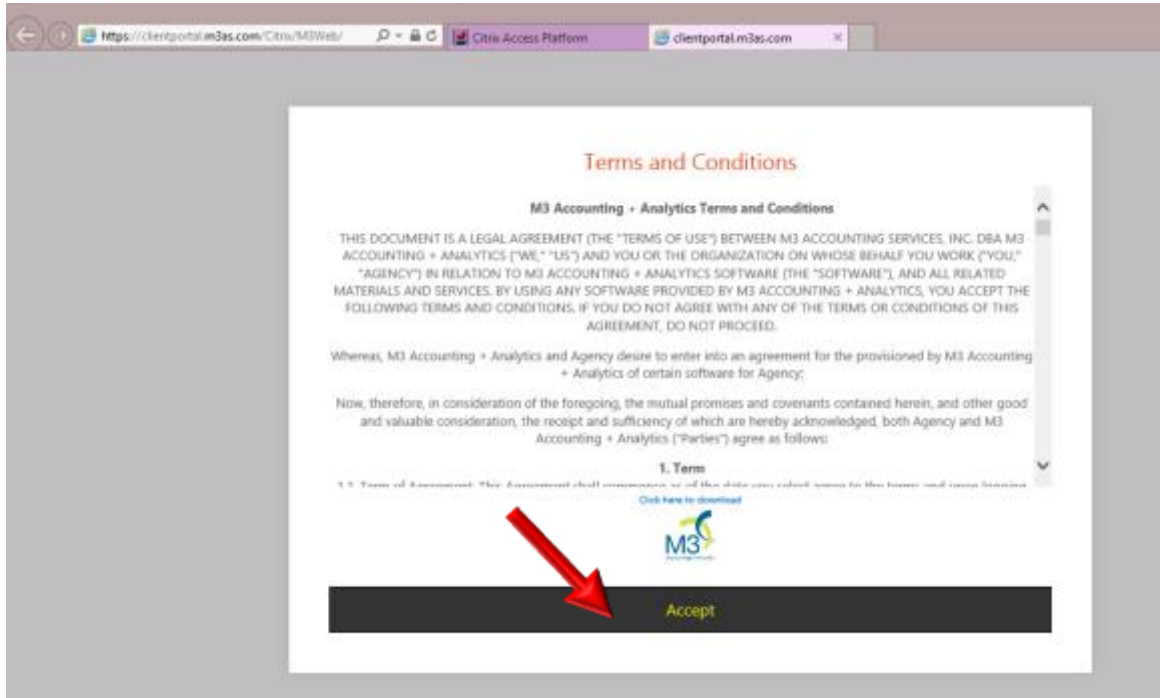


Figure 2: M3 Accounting + Analytics Terms and Conditions

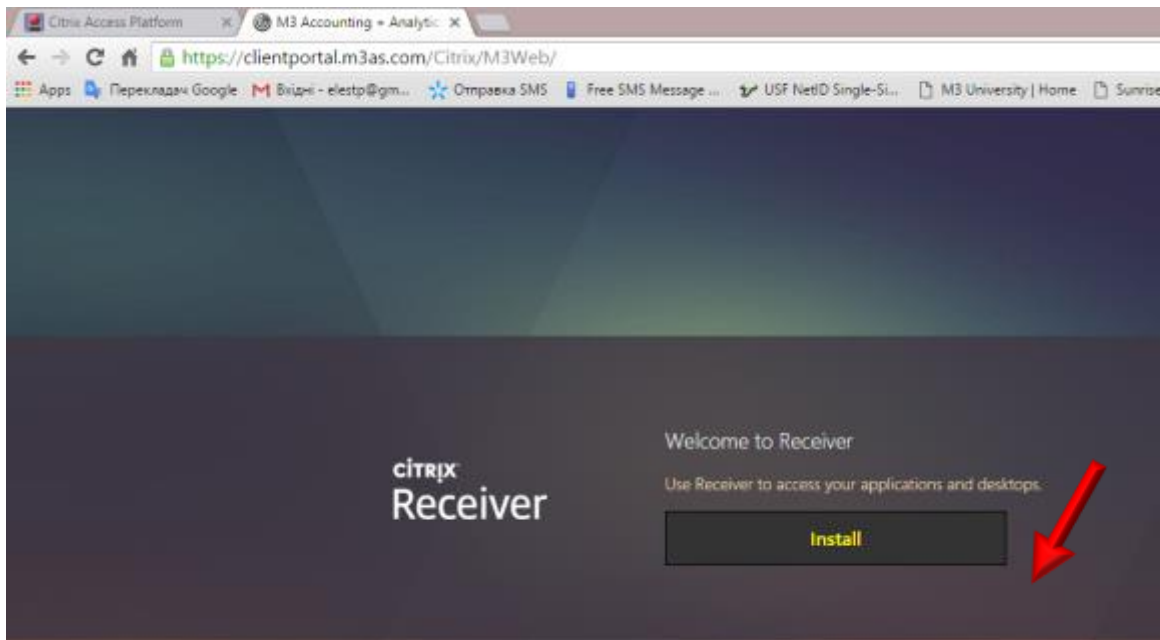


Figure 3: Citrix Receiver

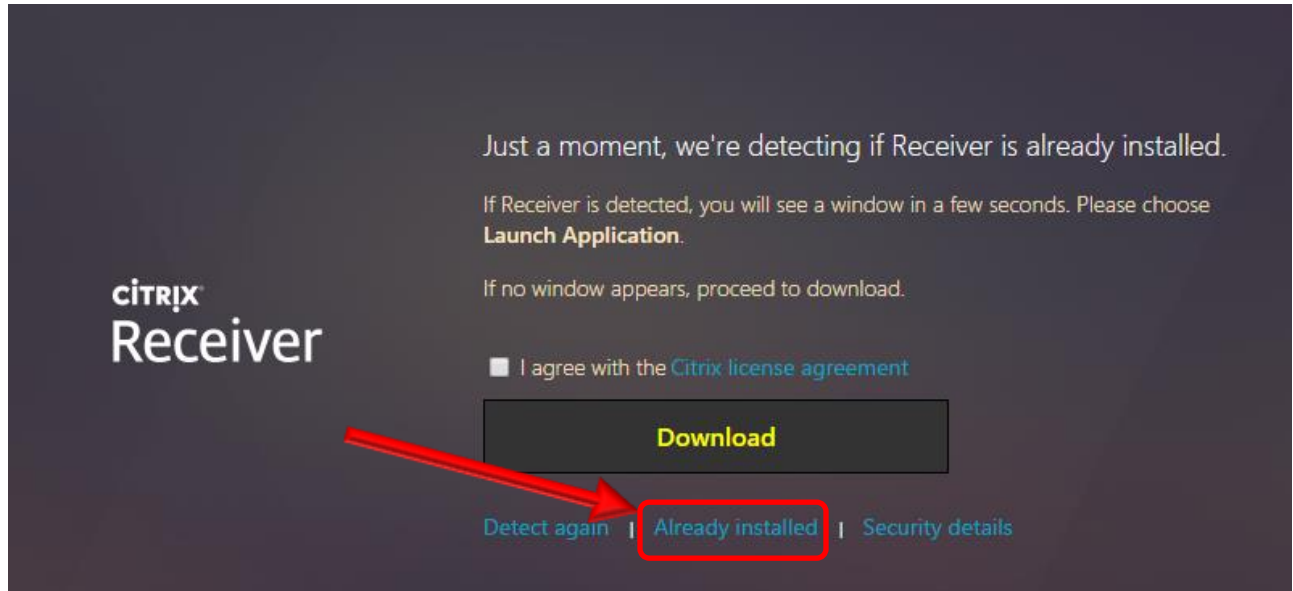


Figure 4: Citrix Receiver

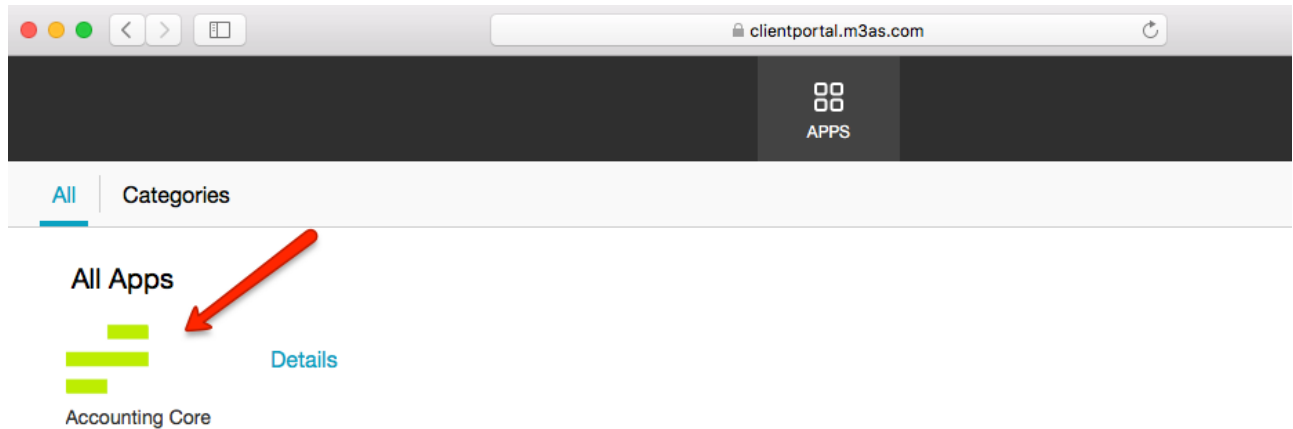


Figure 5: Log on to the M3 Accounting + Analytics with Citrix

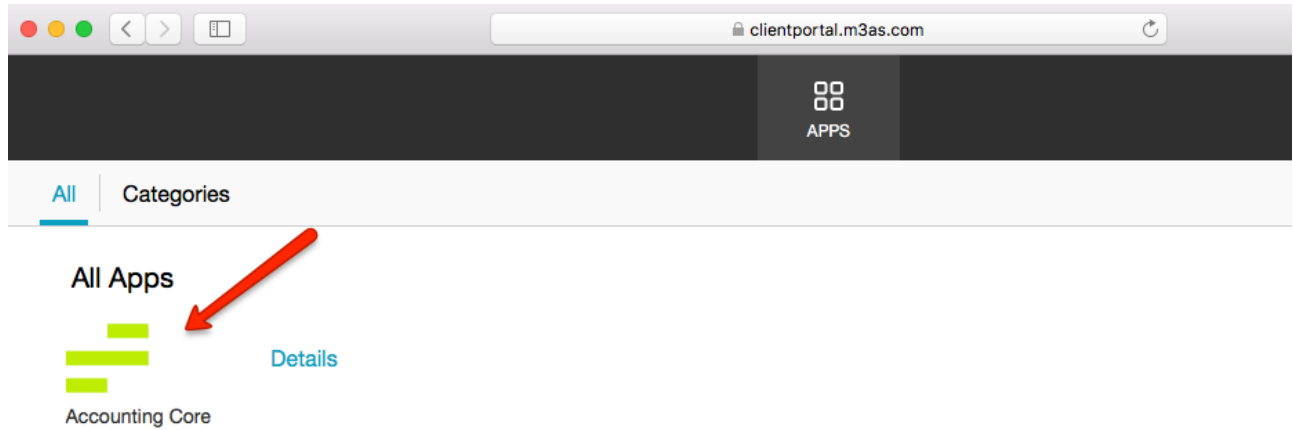


Figure 6: Citrix ica launch file (Google Chrome)

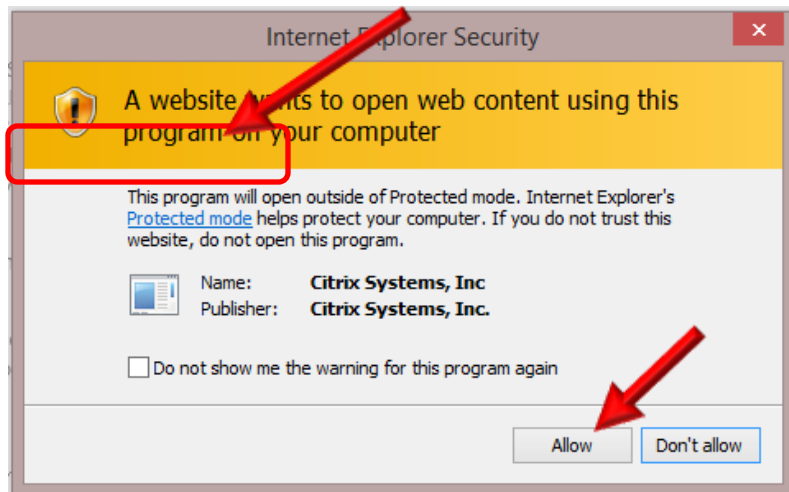


Figure 7: Web browser Security Window (this is example for Internet Explorer)

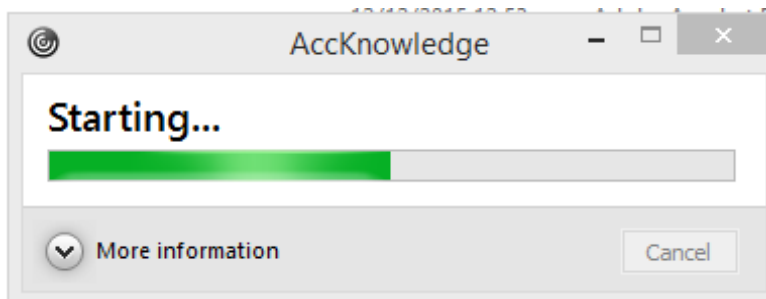


Figure 8: AccKnowledge Starting window

4) After you log in, you will see the following screen.

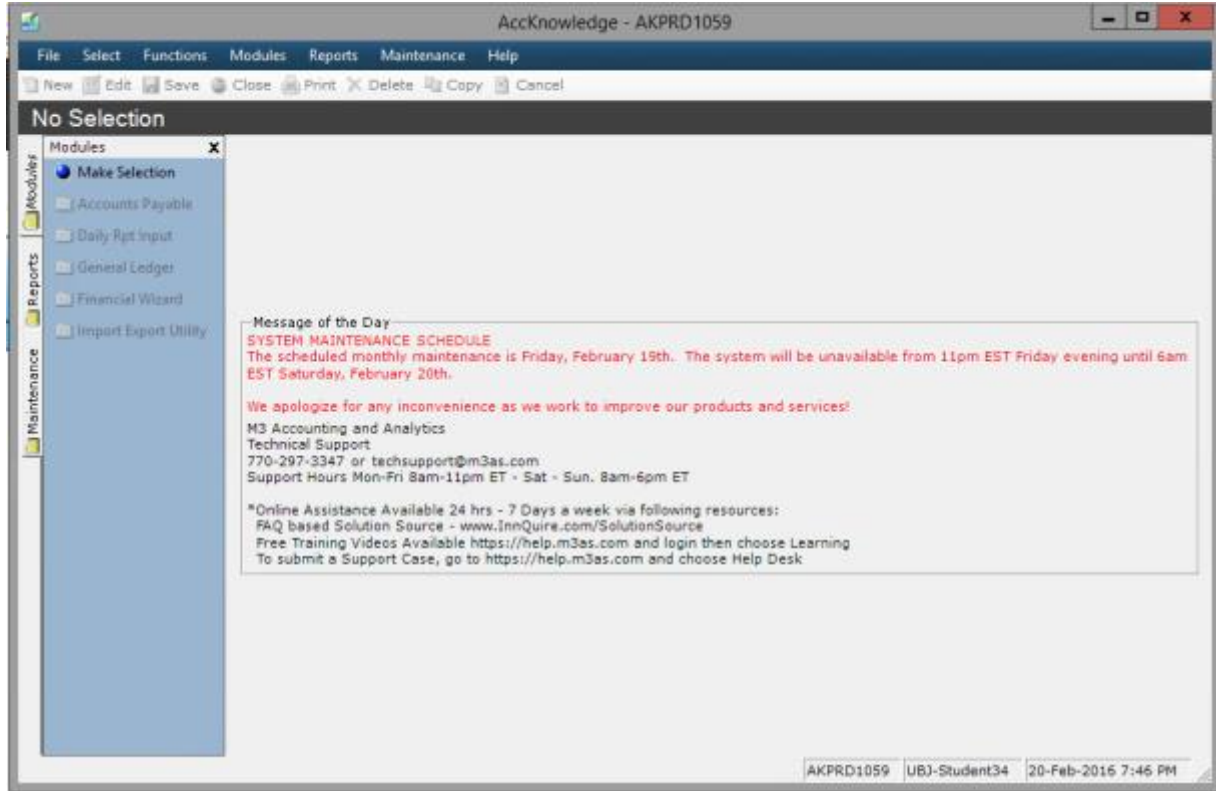


Figure 9: M3 AccKnowledge window

## Changing Default Password

Please email Georgia at: [gunce@gmalan.com](mailto:gunce@gmalan.com) to reset your password.

If you want to change your Default password please see the following steps in figure 10-12.

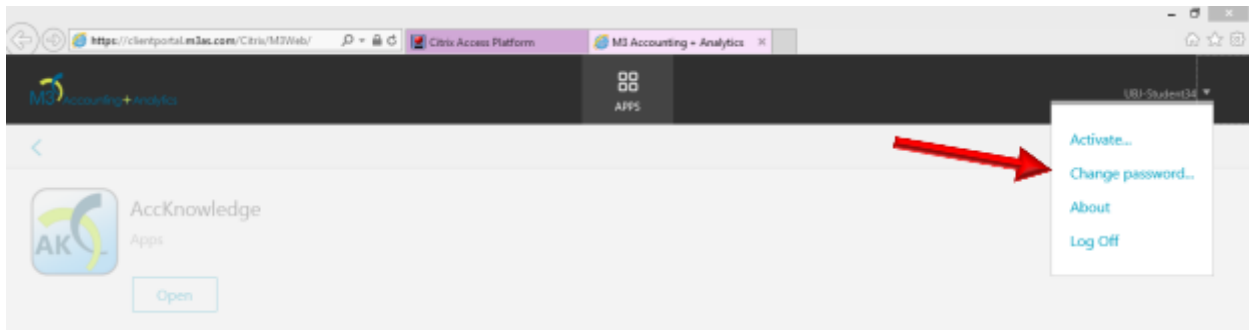


Figure 10: Changing Default password

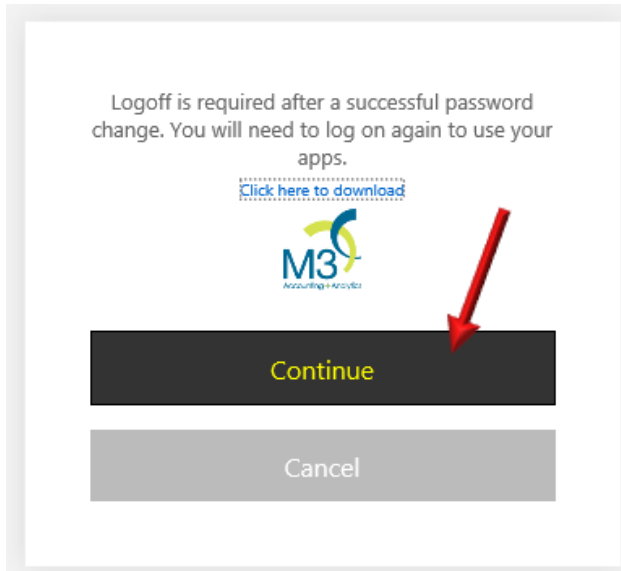
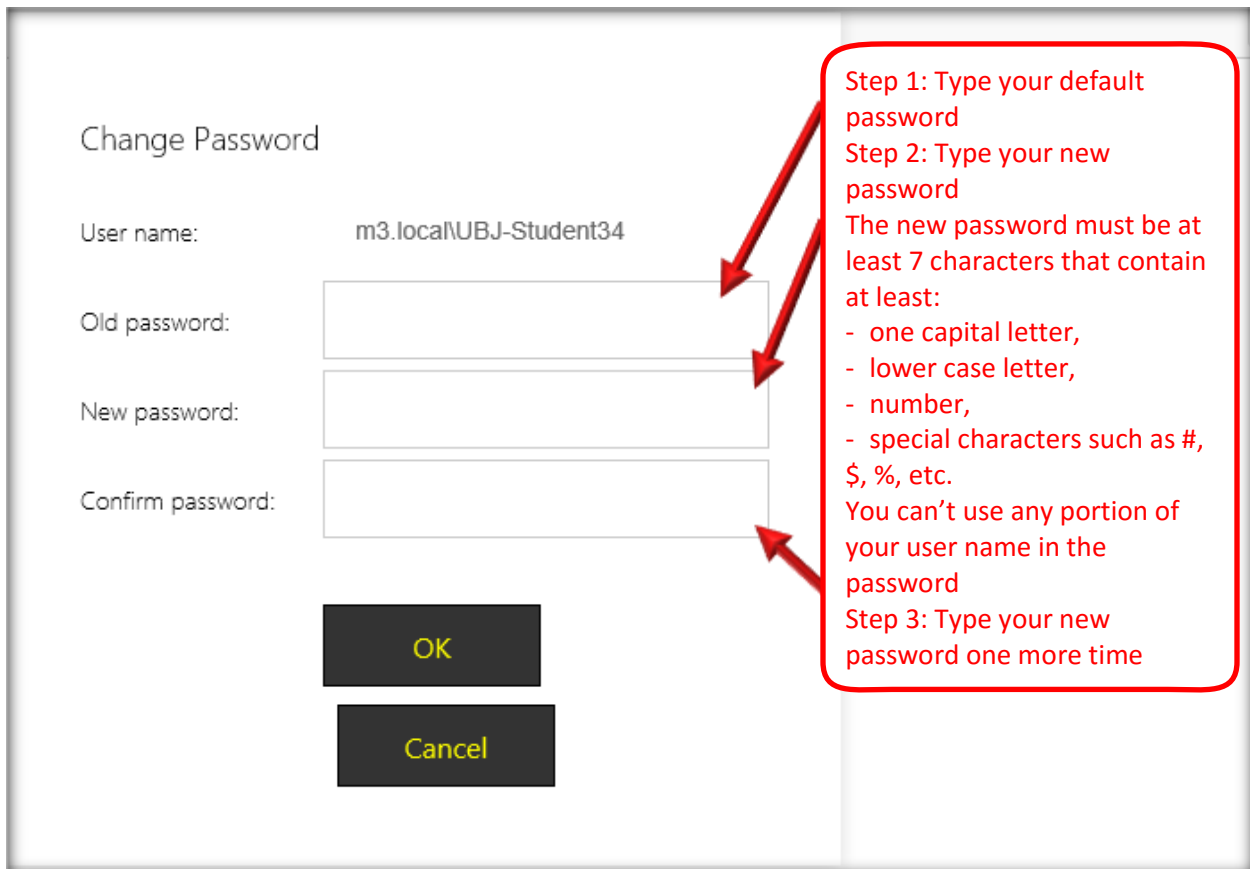


Figure 11: Changing Default password



Change Password

User name: m3.local\UBJ-Student34

Old password:

New password:

Confirm password:

OK

Cancel

Step 1: Type your default password  
Step 2: Type your new password  
The new password must be at least 7 characters that contain at least:  
- one capital letter,  
- lower case letter,  
- number,  
- special characters such as #, \$, %, etc.  
You can't use any portion of your user name in the password  
Step 3: Type your new password one more time

Figure 12: Changing Default password

## AccKnowledge File Set-up

- 1) To create this folder, right-click on the Start button for Windows and choose File Explorer or Open Windows Explorer.

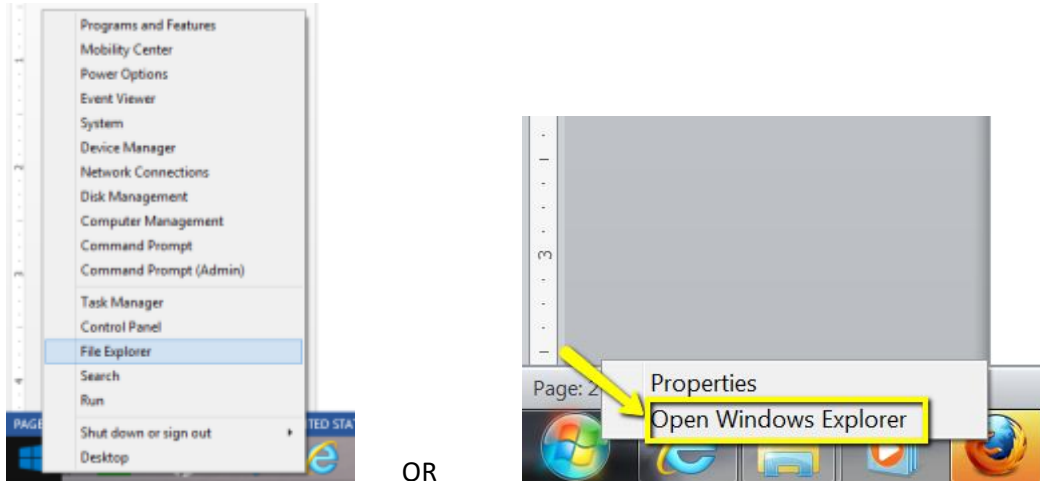


Figure 13: Choose Open Windows Explorer

- 2) In the left-hand window of the Windows explorer, scroll up and find the C: drive. Click on the C: Drive to highlight it. On the right-hand side.

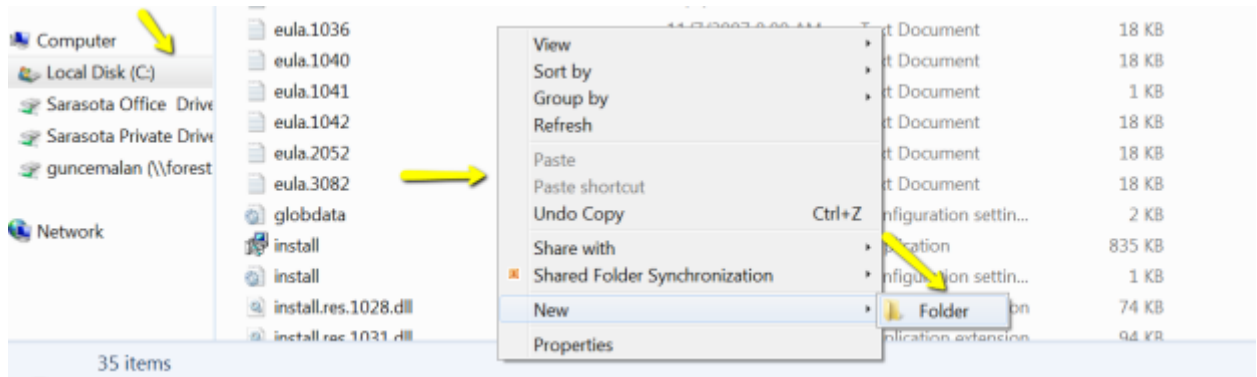


Figure 14: Chose C drive

- 3) Right-click on an empty part of the window and choose New --> Folder. Call the folder Accknowledge.

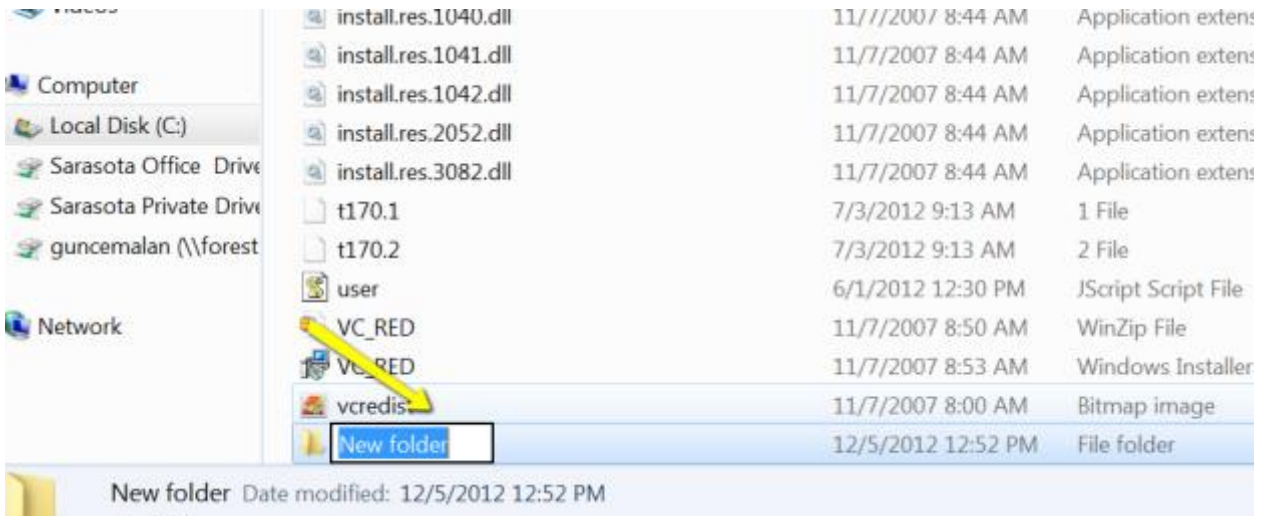


Figure 15: Advanced Settings

- 4) Now, you have a folder to export.

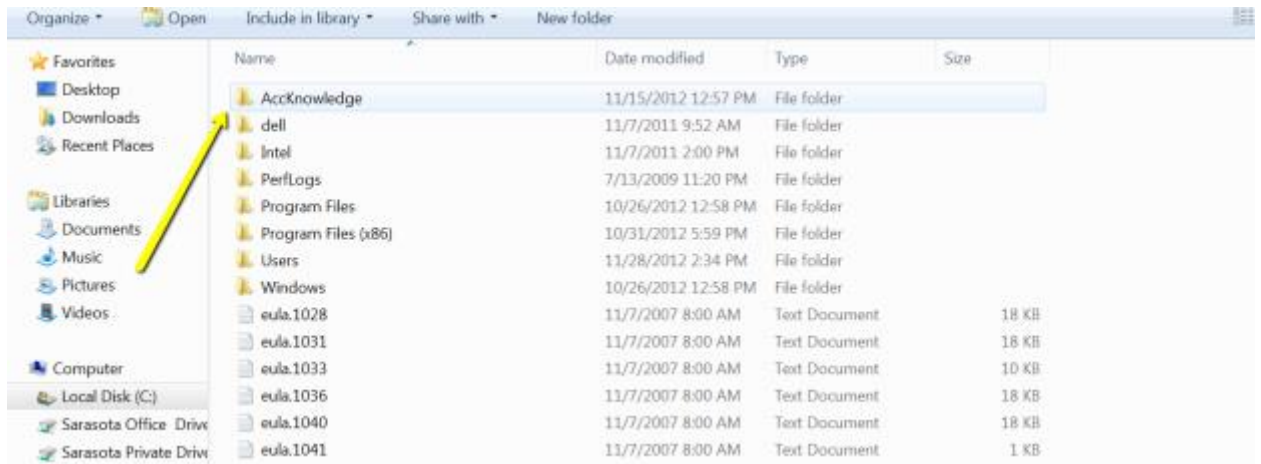


Figure 16: File set-up