

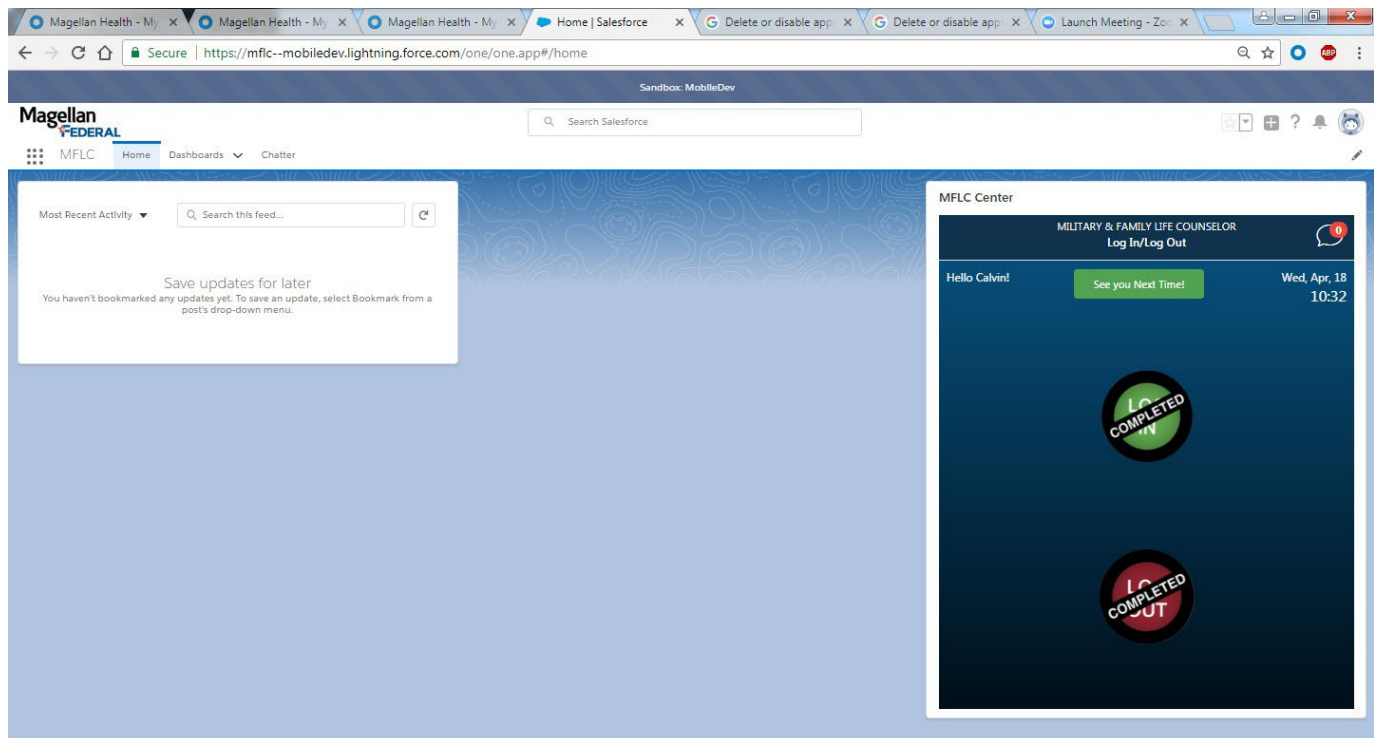
# Step-by-Step Guide: Login/Logout (LILO)

Using “MFLC Center” and the “Magellan Federal” tile for Logging In and Logging Out each day

## Utilizing Login-Logout from a Personal Computer (PC)

**Google Chrome is the preferred browser for the Login/Logout Application**

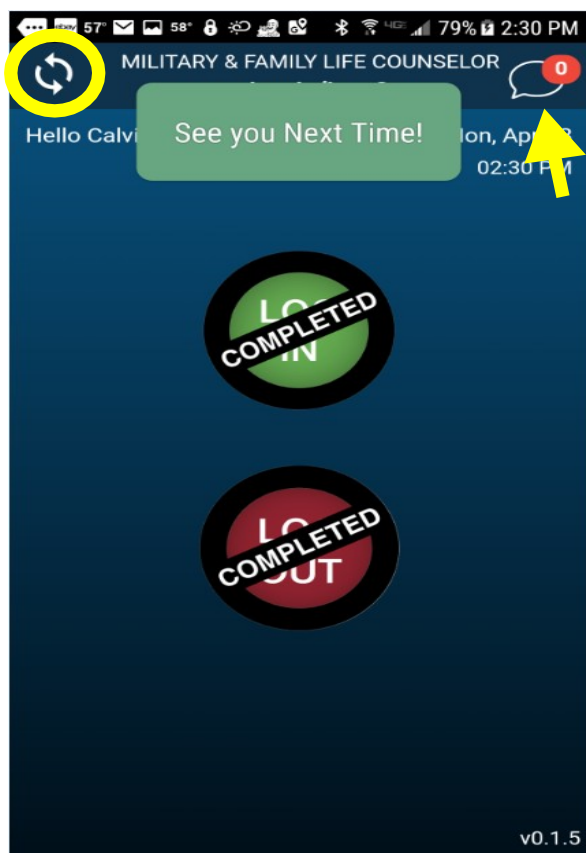
- Step 1: Login to “Okta”.
- Step 2: Go to the “Magellan Federal” tile and left click on it to sign into Salesforce.
- Step 3: On the right side of the screen is the Login/Logout application. It works exactly like the application on the Smartphone which is covered in the next section.



You can login on one device (Smartphone) and logout on a different device (PC)...or the other way around. If you complete a task on the PC, press the refresh button (circled in yellow) on the Smartphone to keep your status updated.

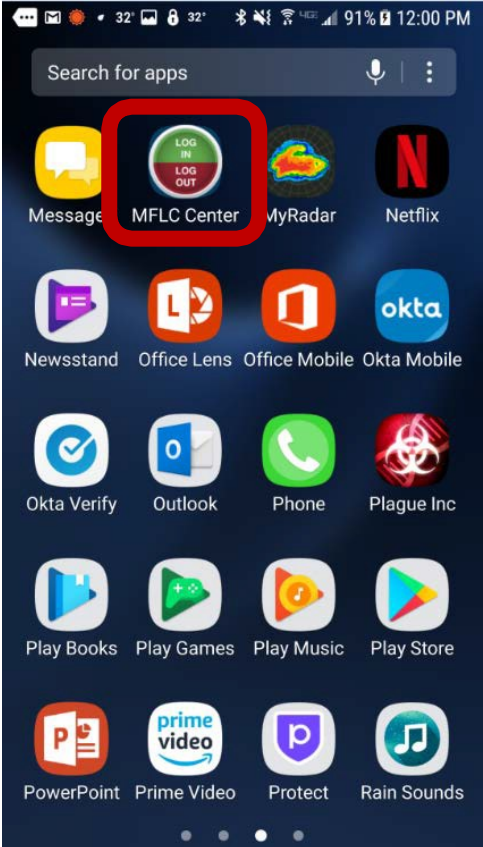
If we ever issue an update for the Login/Logout application, we'll likely send a notification via Chatter. The Chatter can be seen on the opposite side of the "Refresh" button. Now it has a zero in red. If you receive a message using Chatter, the number will change from zero to "1". Chatter communication will only be coming from Magellan at this time. In other words, you will not be able to respond to "Chatter".

Touch the speech bubble (yellow arrow) to read the Chatter message.



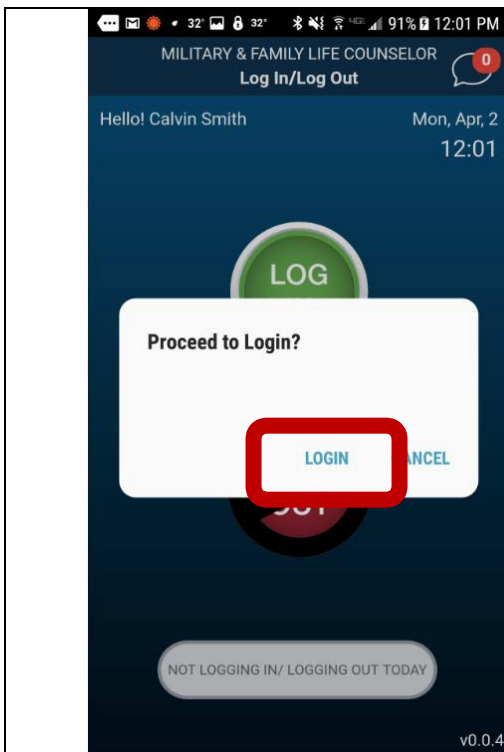
## Completing the Login-Logout Process with the MFLC Center App

To complete the process of logging in and out on your Magellan issued Smartphone, please follow the instructions provided below.

 A screenshot of an iPhone home screen. The status bar at the top shows the time as 12:00 PM, 91% battery, and various connectivity icons. A search bar at the top contains the text "Search for apps". Below the search bar, several app icons are displayed in a grid. The "MFLC Center" app icon, which is circular and contains the text "LOG IN" and "LOG OUT", is highlighted with a red square. Other visible app icons include Messages, MyRadar, Netflix, Newsstand, Office Lens, Office Mobile, Okta Mobile, Okta Verify, Outlook, Phone, Plague Inc, Play Books, Play Games, Play Music, Play Store, PowerPoint, Prime Video, Protect, and Rain Sounds.	<p>Touch the "MFLC Central" app on your Smartphone.</p> <p>Press the blue "Allow" button if it appears.</p>
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Touch the green "LOG IN" button to log in.

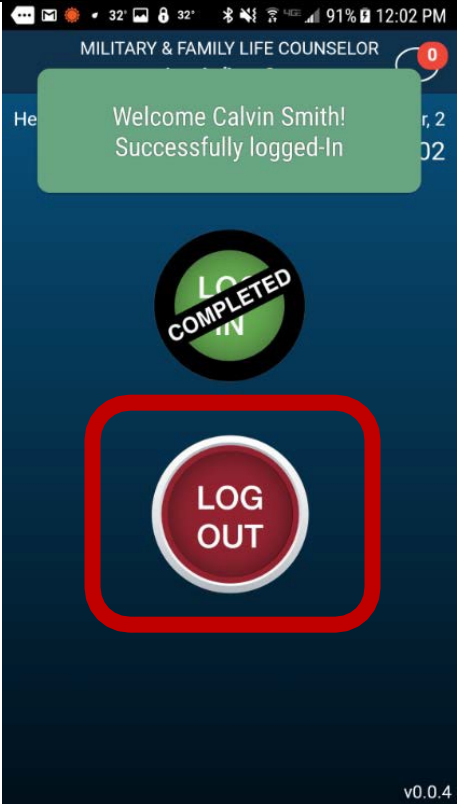




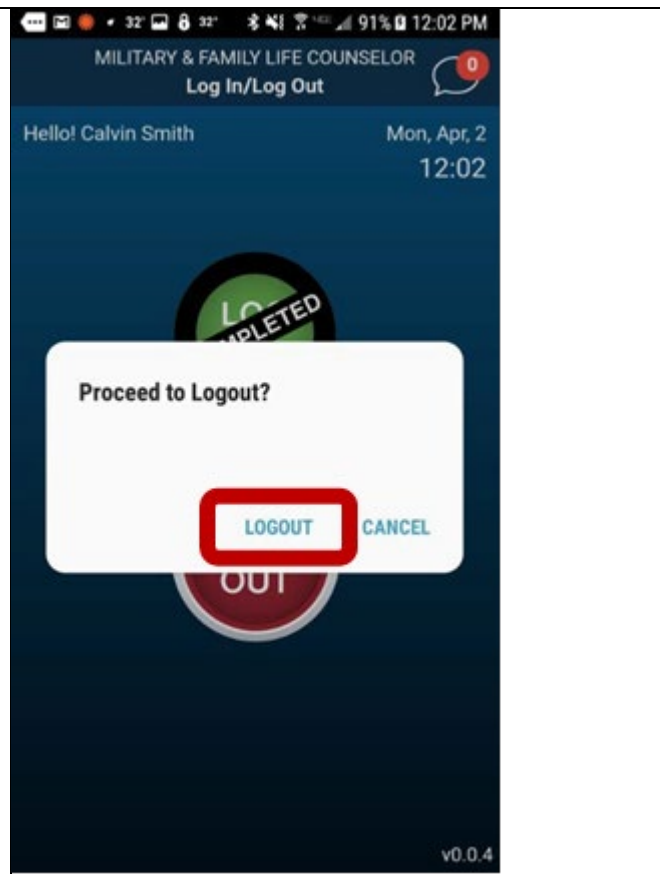
Touch “LOGIN” (circled in red) to complete the login process.

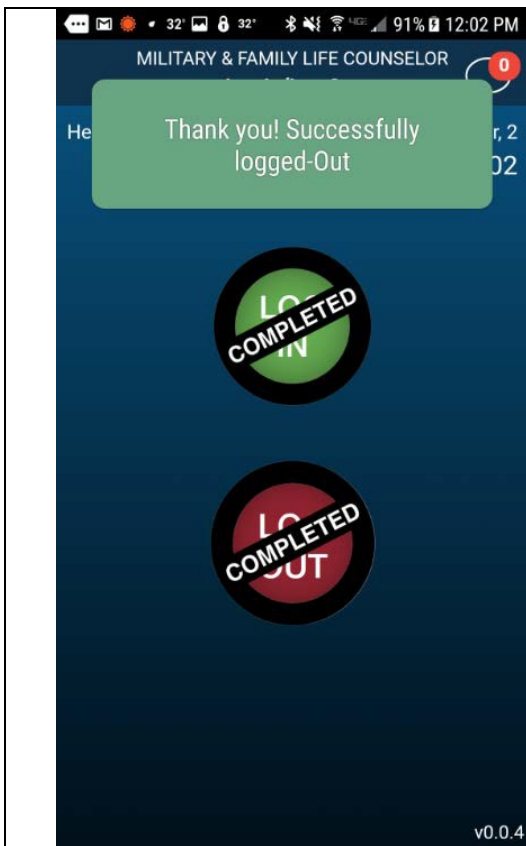
The login process is now complete. On the next screen you should see a notice at the top of the screen saying “Welcome (your name)! ”

Successfully logged In. The “COMPLETED” banner will appear over the “LOGIN” button (See next page).

 <p>The screenshot shows the app interface for a 'MILITARY &amp; FAMILY LIFE COUNSELOR'. At the top, there is a green notification box that says 'Welcome Calvin Smith! Successfully logged-In'. Below this, there is a circular icon with 'LOG IN' and 'COMPLETED' text. The 'LOG OUT' button is a red circle with white text, highlighted by a red rounded square border. The status bar at the top shows 91% battery and 12:02 PM. The version number 'v0.0.4' is visible at the bottom right of the app screen.</p>	<p>You will need to reopen the app by pressing it on the Smartphone for the app to open.</p> <p>When you are ready to logout for the day, the screen should look the same as when you last accessed it. Press the red "LOG OUT" button.</p>
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Touch "LOGOUT" (circled in red) to complete the logout process.





The logout process is complete.

You should see the notice at the top of the screen saying "Thank you!

Successfully logged-Out!" The "COMPLETED" banner will appear over the "LOGOUT" button.

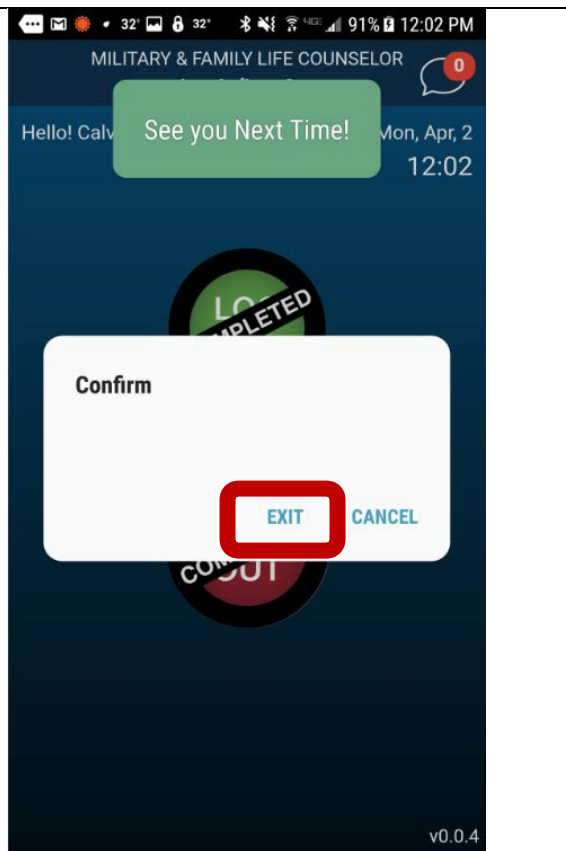


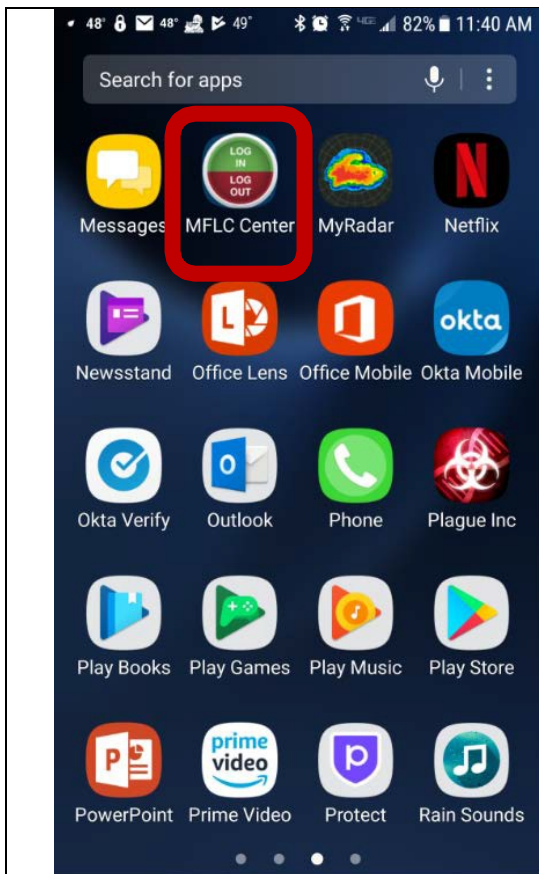
Press the “Back” button to head back to the Home Screen.

Confirm you want to “EXIT” the application by pressing that on the confirmation notification.

Just because you exit the application does not mean that you won’t get notifications to sign in from the application.

The notifications will pop up each day until the application is deleted from the Smartphone.

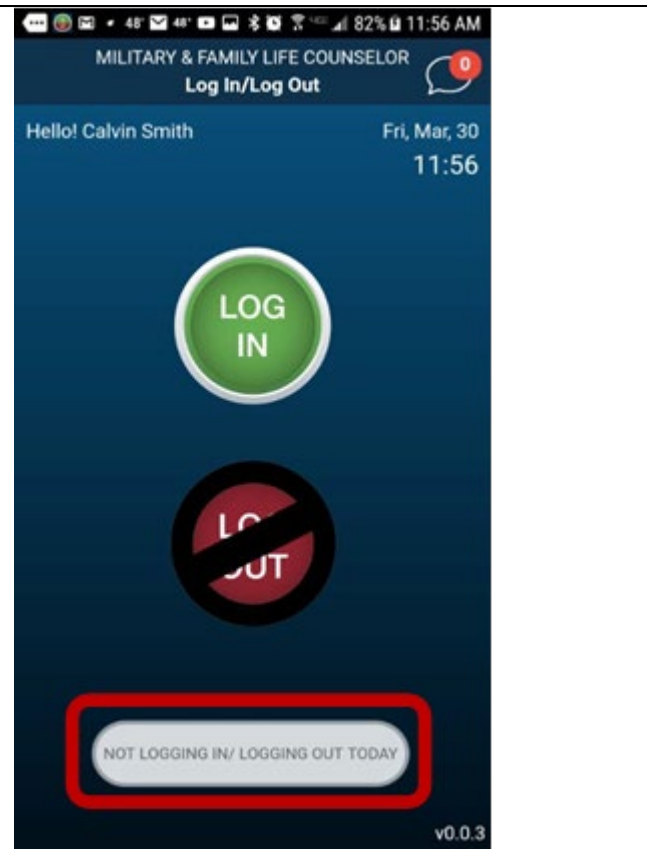


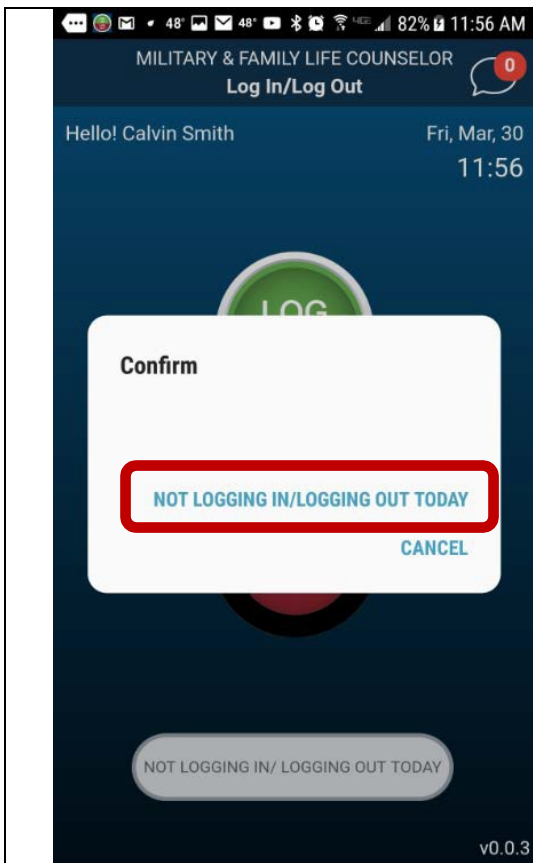


The next day you can access the application.

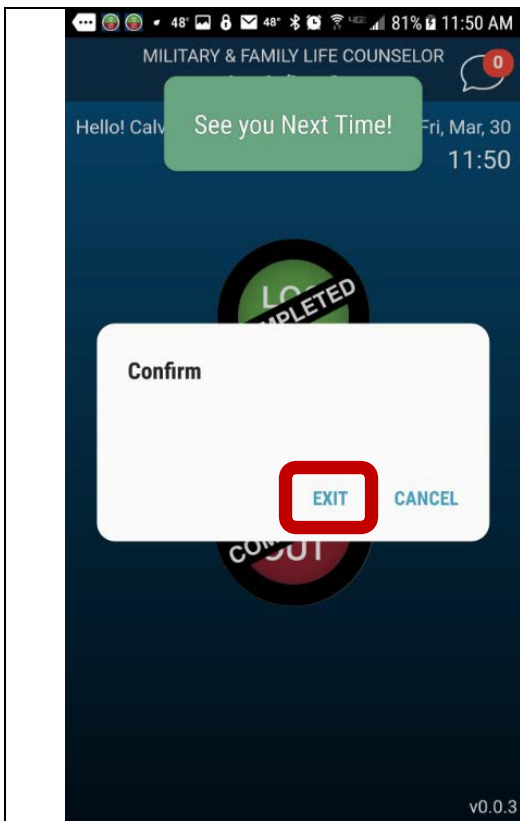
Remember: You are only supposed to access the application once in the morning at the beginning of your shift and once at the end of the day when your shift is over.

If you are not logging in on a certain day, press the “Not Logging In/Logging Out Today” button at the bottom of the page.





Confirm you are not logging in today.  
Touch the “Not Logging In/Logging Out Today” button to confirm.



You should receive the message..." See you Next Time!"

Press the "Back" button to head back to the Home Screen. Confirm you want to "EXIT" the application by pressing that on the confirmation notification.