

**First Time Log In:**

Once CP has been installed on your machine, you can now access the programme. The first time you log in you will need to enter the server address (CP remembers this for subsequent log-ins)

1. **Click on the Start Menu.**
2. **Search for CP-Suite Client.**
3. **Launch the programme.**
4. The top box is defaulted to *DS\USERNAME*. **Delete the DS\ before your username.**
5. **Enter password** (defaulted to username).
6. **Type *net.tcp://vm-cpbudgetp01.ds.man.ac.uk:8083/CP/CONTROL/* in the third box.**
7. **Click on the arrow** to log in.