

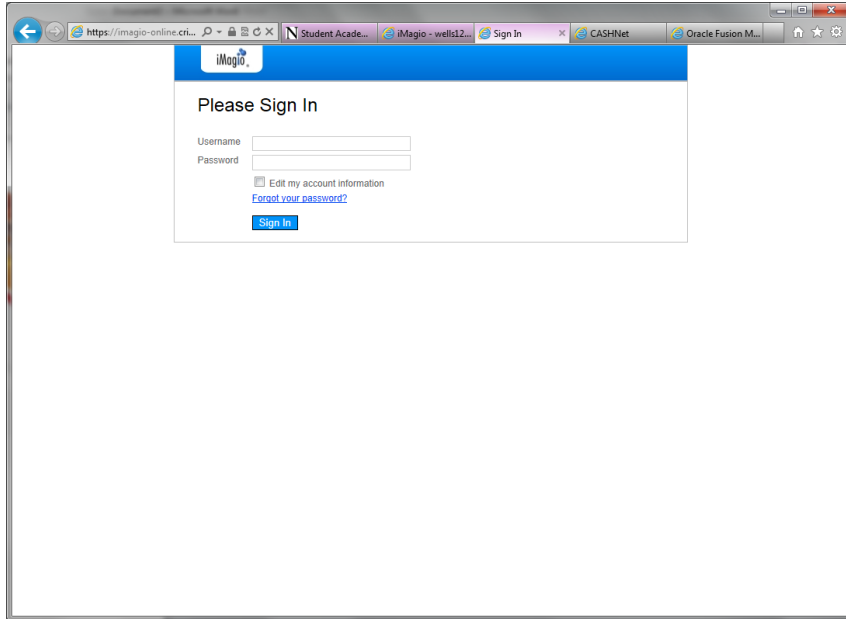
Instructions for Resetting iMagio Password for Employees

The screenshot shows the Critical Technologies website. At the top left is the logo "CRITICAL technologies". To its right, it says "4,445,530,108 DOCUMENTS PROCESSED AND MANAGED". Further right is a navigation menu: "APPLICATIONS • ABOUT US • CONTACT • SUPPORT • LAUNCH DASHBOARD". Below the logo is a sign-in form for iMagio with fields for "USERNAME" and "PASSWORD", a "Go >" button, and a link for "EDIT MY ACCOUNT INFORMATION". A yellow highlight is under the text "Click here to try our new 'Zero Footprint' Search App". The main content area features a large graphic with the words "AIRLINES", "FINANCIAL SERVICES", and "HUMAN RESOURCES" over an image of an airplane and financial documents. Below this is a white circle containing the text "security consolidation". At the bottom, there is a copyright notice: "Copyright © 2011 Critical Technologies, Inc. All rights reserved. Privacy policy; iMagio, AirVault, and mVault are registered trademarks of Critical Technologies, Inc. Microsoft is a registered trademark of Microsoft Corporation in the United States and/or other countries."

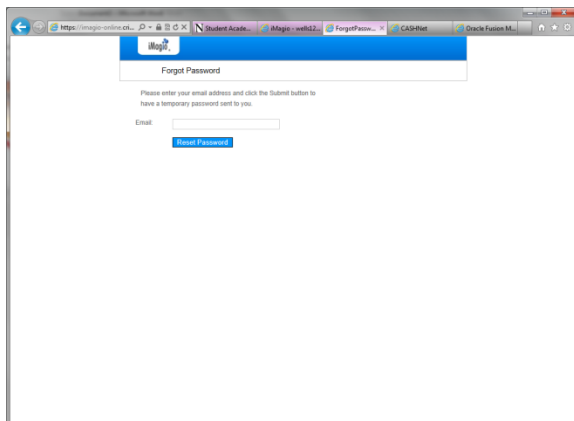
Go to Critical Technologies website: www.criticaltech.com

Click to Access “Zero Footprint”----SEE YELLOW HIGHLIGHT FOR LINK.

Following screen click on “*Forgot Password.*”



Enter email account.



Email should arrive within minutes.

When it asks for your current password it is the new one that was emailed to you.

After you set your new password in iMagio please email ID Services afterwards so Janice Ratliff can update the server.

This is for NSU employees only; this will not work for a student worker. For a student works password reset please contact ID Services.