How Do I Login to the POS?

This lesson will teach you how to log in to the register. The store manager must set up your code and password on the Manager's Work Station.

Enter Cashier Code

• Notice the **Logon Clerk** message. (1)

 This indicates that no one is currently logged on to the register.

• You can use the number pad on your keyboard to type in your **Cashier Code.** (2)

 The **Cashier Code** 001 is just an example. Your code can be any number from 1 to 999.
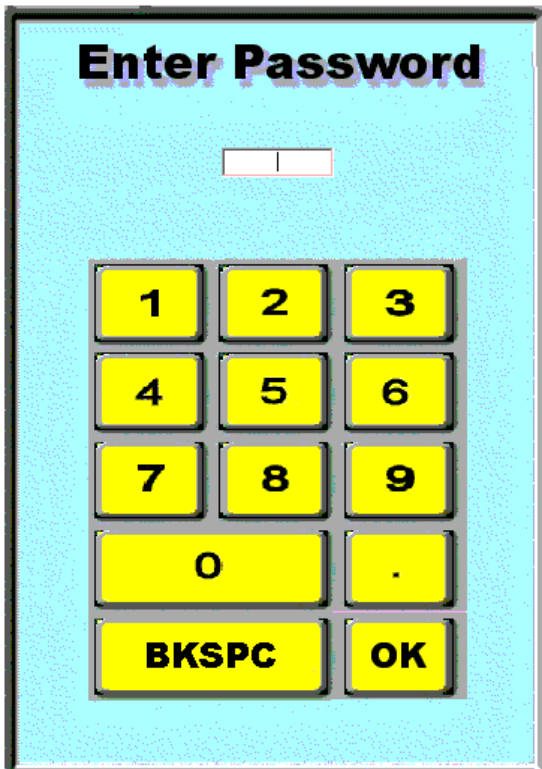
Next Login

Press Login

• Select the button labeled "**Login**" on your register screen.
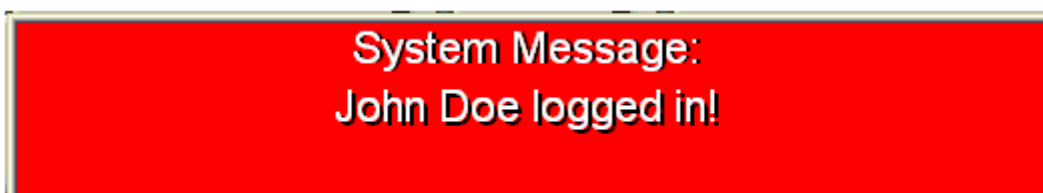
Next Enter Password

Enter Password

• Type your 4-digit password using the on screen keypad or the number pad on your keyboard.
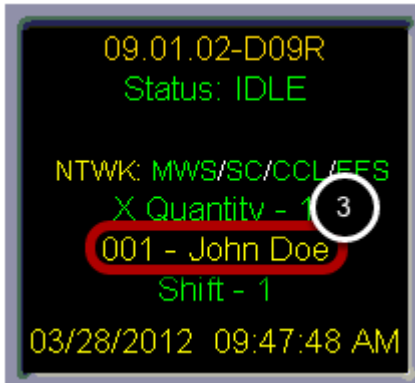
Next Verify Login Message

Verify Login Message

• After you have entered your password, you should see a message confirming that you are now logged in to the register.
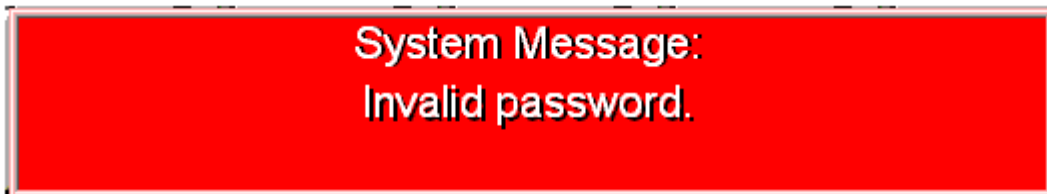
Next Verify the Login Status

Verify Login Status

• You will also notice that the **Logon Clerk** message has been replaced with your cashier name and number. (3)

Invalid Password

If you see this **Invalid password** message, please try the following:

• Carefully re-enter your password, making sure to enter the correct numbers.

• If you used the number pad on the keyboard, make sure that "Num Lock" is on.

• Check with your store manager to make sure that your cashier code is correct in the Manager's Workstation.

• With the store manager create a new password in the Manager's Workstation.