

# I-Manage User Manual

## Application Login

### Function

Main screen where user logs into the I-Manage application.

### Security

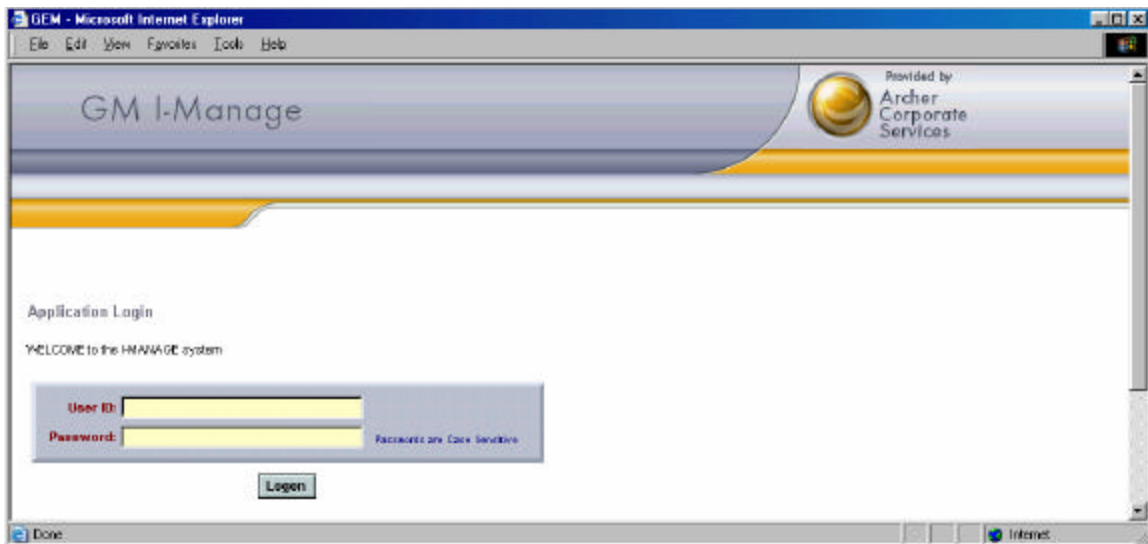
To access the Application Login screen, you must have access to the Internet and have an authorized UserID.

To login to I-Manage you must have:

- An EDSNetID
  - A login and password provided by a GM Owner for a “Manually Added” user.
- For your first login, you will use the temporary password “WELCOME” (all UPPER case). Once you login with your temporary password, it is **highly recommended** that you modify it immediately.

### Operating Instructions

- **Accessing the I-Manage Logon Screen**
  1. In your browser’s address bar, enter the following url: [www.GMi-manage.com](http://www.GMi-manage.com)
  2. Press the **Enter** key on your keyboard or click the **Go** button next the address bar. The *GM I-Manage Login* screen is displayed.



*GM I-Manage Logon Screen*

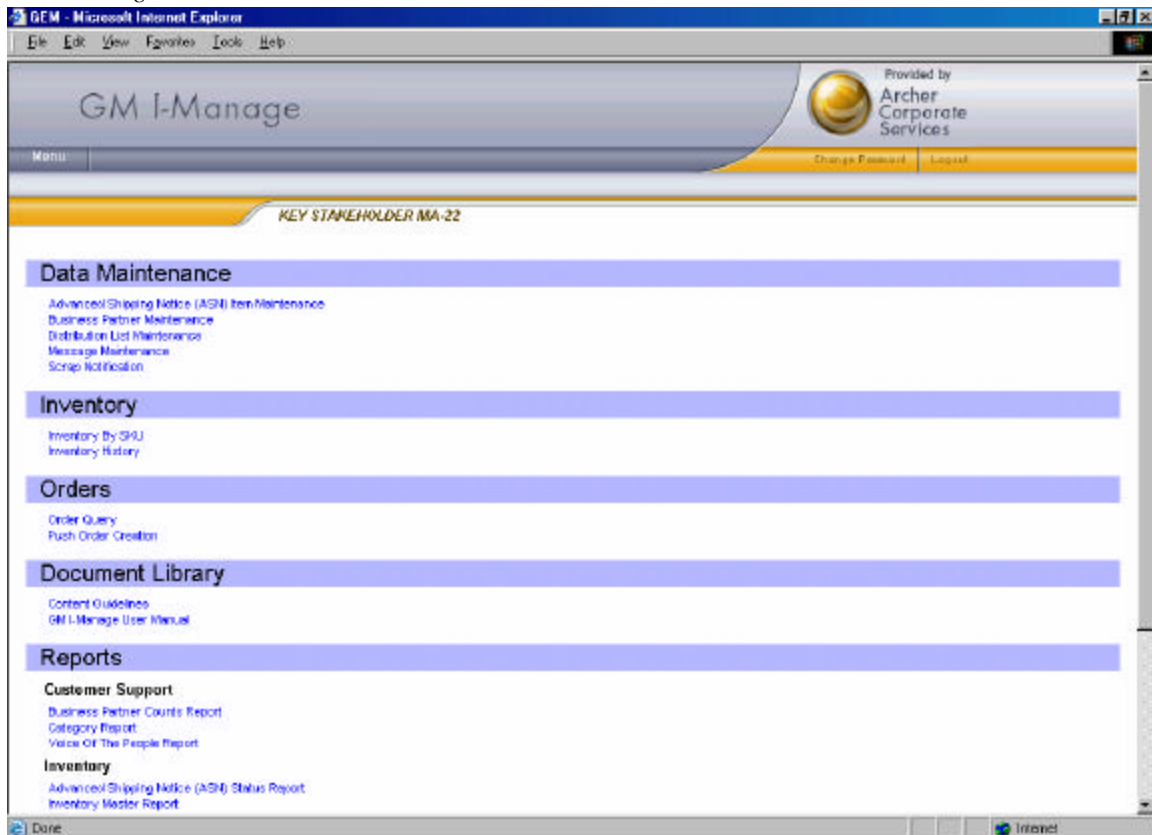
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- It is recommended that you add the *GM I-Manage Login* url to your web browser's **Favorites** list. At the top of the screen, click on the **Favorites** menu, and then click the **Add to Favorites** option. Click the **OK** button on the pop-up box confirming your addition.

- **Accessing the I-Manage Application**

1. On the I-Manage Login Screen (see previous page) type your EDSNetID into the **User ID** field. This field is case sensitive. Please use all UPPER CASE in this field.
2. Type your password into the **Password** field. This field is case sensitive.
3. Click the **Logon** button. The *GM I-Manage Main Menu* page is displayed.

## *GM I-Manage Main Menu Screen*



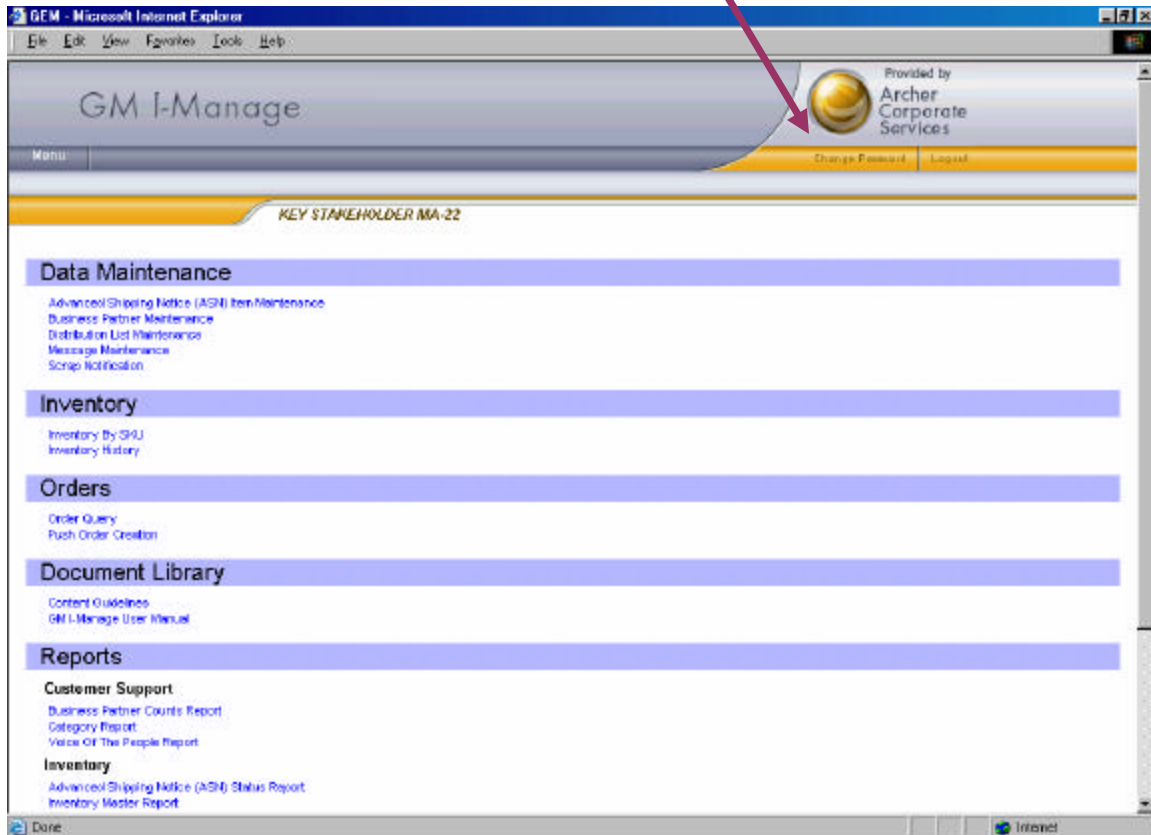
- If this is your first login, it is **highly recommended** that you modify your password. In this manual, see the chapter: *GM I-Manage Main Menu Screen* to see how to modify your password.

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- **Changing Your Password**

1. To change your password click on the **Change Password** link in the upper right-hand corner of the *I-Manage Main Menu* screen.

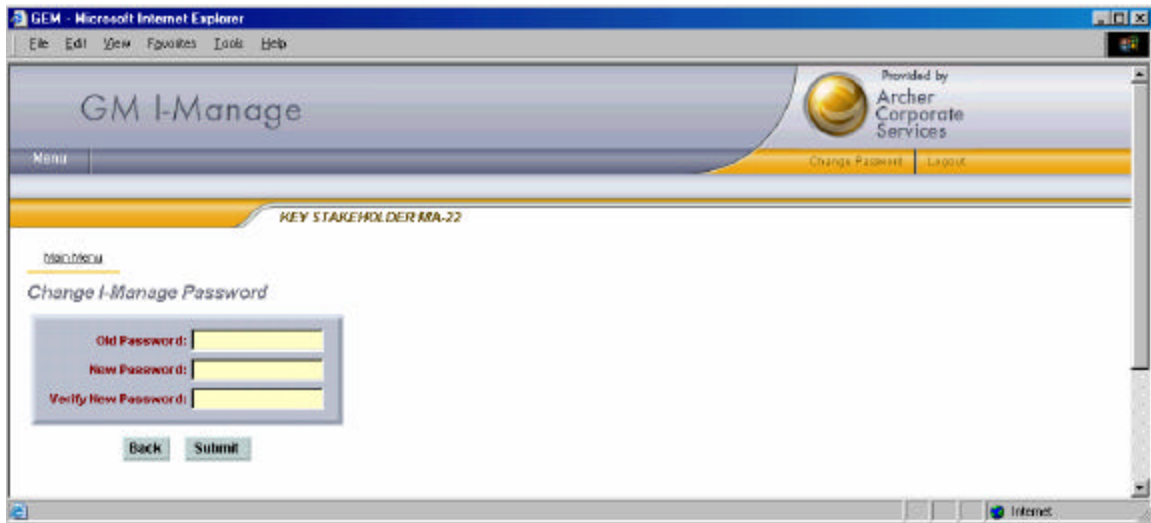
*GM I-Manage Main Menu Screen*



2. This link will open the *Change Password* screen.
3. **Old Password** - Enter your own Old Password in the designated field (Remember passwords are case sensitive).
4. **New Password** - Enter your New Password in the **New Password** field.
5. **Verify New Password** – Retype your New Password for verification.

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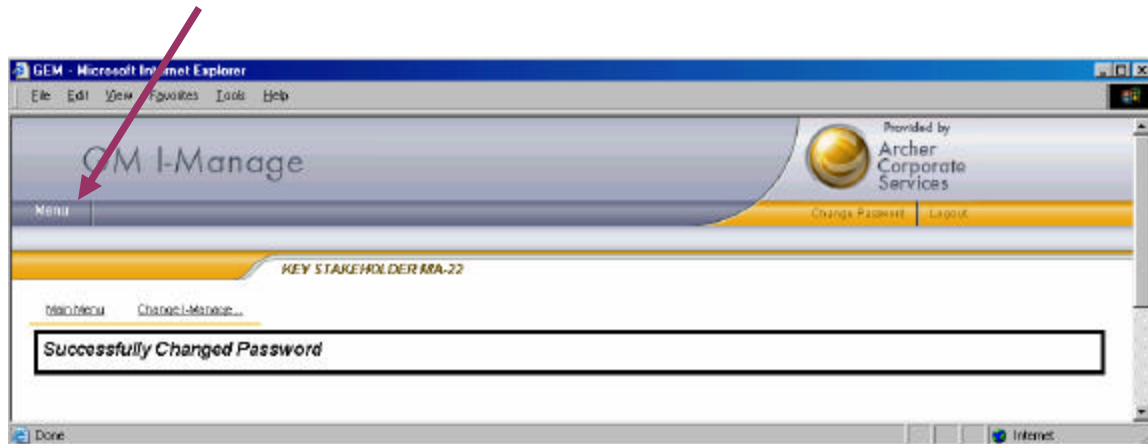
## Change I-Manage Password Screen



The screenshot shows a web browser window titled "GEM - Microsoft Internet Explorer". The page header includes "GM I-Manage" and "Provided by Archer Corporate Services". A navigation bar contains "Menu", "Change Password", and "Logout". The main content area displays "KEY STAKEHOLDER MA-22" and a "Change I-Manage Password" form. The form has three input fields: "Old Password:", "New Password:", and "Verify New Password:". Below the fields are "Back" and "Submit" buttons.

6. You will receive a message validating that your Password has been changed.

7. Click the menu link to continue.



The screenshot shows the same web browser window, but the page content has changed. A message box displays "Successfully Changed Password". The navigation bar now includes "Menu" and "Change I-Manage...". A red arrow points to the "Menu" link. The status bar at the bottom shows "Done".

## Change I-Manage Password - Confirmation Screen