# eFinance Logon Information

- URL: http://admin-lanapp/plus51/finplus51
- You can also use the eFinance link found on www.lansingschools.net
  - Go to Quicklinks
  - Click eFinance
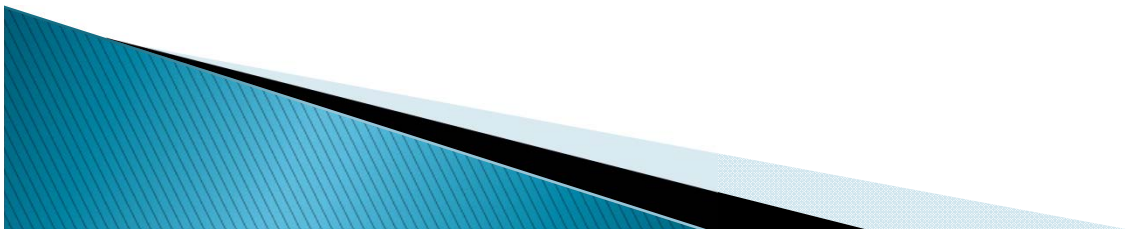- Log on using your current network logon and password

# Tips

▸ **Pop-up Blocker**

eFinance employs pop-up technology. If a window doesn't open please look for the warning and allow pop-ups for the website

▸ **Follow-up support**

The Technology, Finance, Purchasing and HR departments are available to assist with follow up questions. Each department is an expert in their area so contact the necessary staff.

# Customize Home Page/Dashboard

▸ Simplify how you access eFinance resources

▸ Add tabs and panels to create short cuts to the areas you use repeatedly

▸ Click the 'star/plus sign' on eFinance pages to mark your favorites

▸ Create a Documents panel to save your reports