

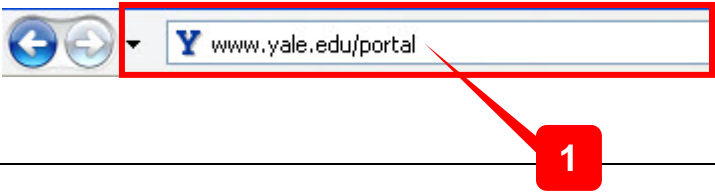
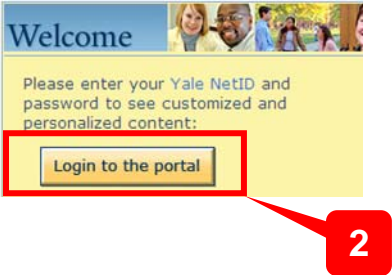
Express Shipping Login and Logout Instructions





Overview

- Log into and Logout of the eShipGlobal Express Shipping system.

Key Points:

- The application has been tested to work with many different operating systems and browsers. If you experience any technical difficulties or see access errors, contact the Help Desk by calling 432-9000.

IMPORTANT	If you have general questions about Express Shipping at Yale University or would like to access other training guides, please refer to the Express Shipping web site: http://www.yale.edu/procurement/express_shipping
1 Open an internet browser and type www.yale.edu/portal .	
2 On the portal homepage click Login to the portal and you will be directed to the Yale authentication page.	

<p>3 Enter your Yale NetId and Password in the boxes provided.</p> <p>4 Click Login.</p>		
<p>5 Click on Express Shipping.</p>	<p>GRAPHIC NEEDED</p> 	
<p>6 Logout.</p>	 <p>Click Logout to exit the system.</p> <p>After 30 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.</p>	