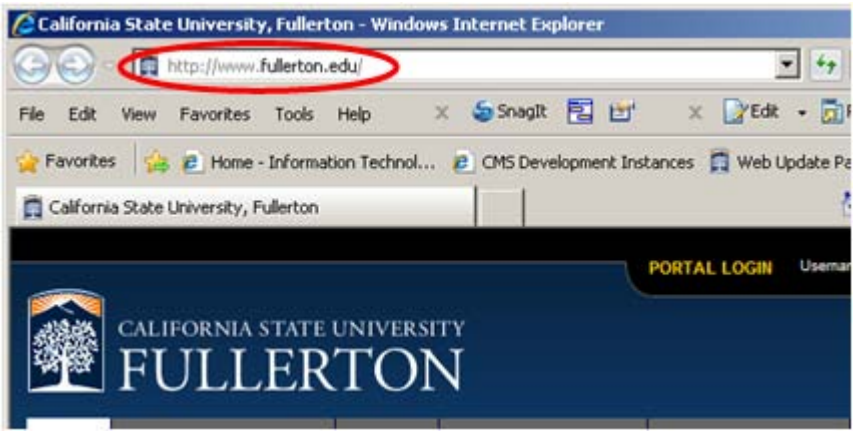
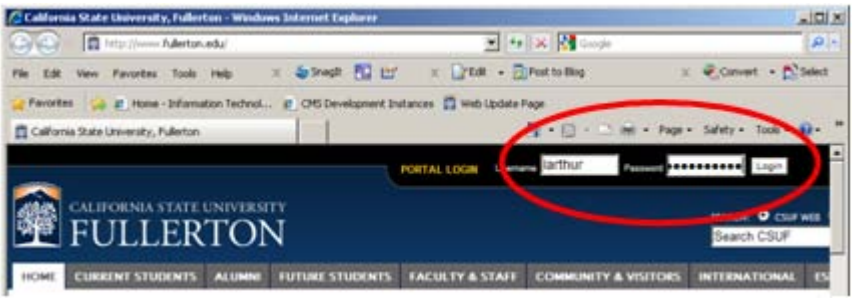
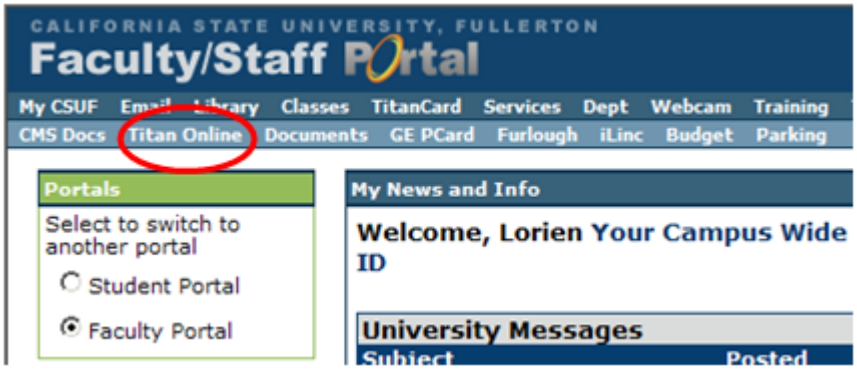
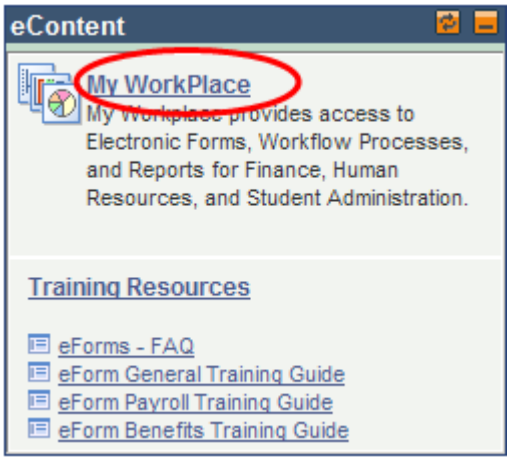
Processing Steps	Screen Shots
Step 1 Launch Internet Explorer (or your internet browser preference) from your desktop.	
Step 2 Your home page opens. If your home page is not the CSUF website, type www.fullerton.edu into the address bar and press the Enter key.	
Step 3 Enter your campus assigned username and password under "Portal Log In". Click **Login**.	

Processing Steps	Screen Shots
Step 4 You are now taken to the Faculty/Staff Portal. Click the **Titan Online** tab.	
Step 5 Select the **My Workplace** link.	
Step 6 Congratulations! You have successfully logged on to the Distributed Reports web portal. **Note:** A new window will open with the Distributed Reports web portal.	