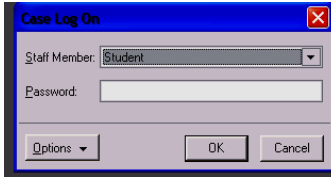


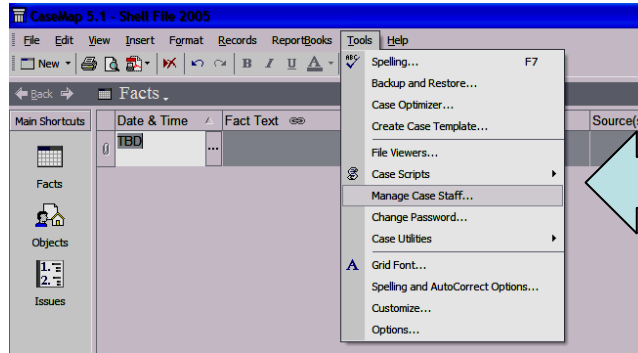
Changing User Names

One of the most useful features of CaseMap for attorneys is the ability to share one file with all the attorneys working on a particular case. As a result, CaseMap asks each person working on the file to have a unique user name. The default user name for the Shell File is Student.

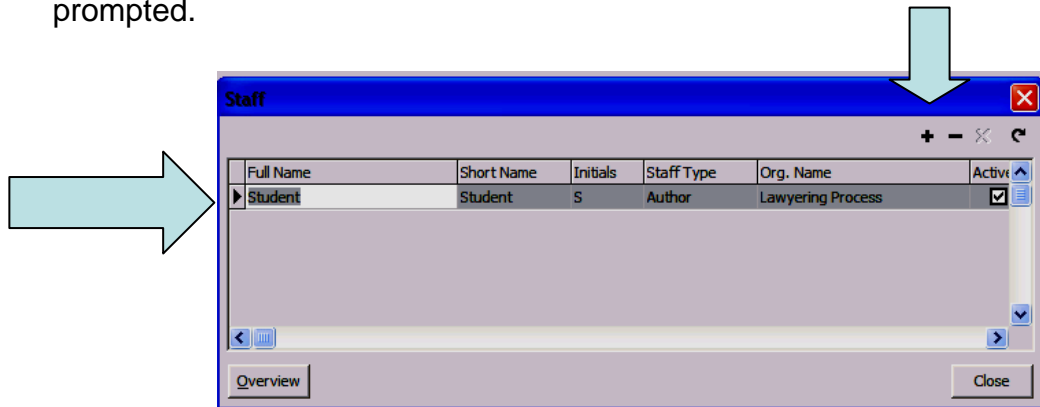
- When you first open CaseMap, you see the username, but you cannot change your username from this screen, so go ahead and choose OK when it comes up.



- Once you are in CaseMap, go to the Tools menu and choose Manage Case Staff.



- You will see a new window called Staff. Left-click on the name "Student." Then delete it, and enter your locker number or other ID number to be used in LP. If it prompts you for a short name, enter one of those as well. To add your partner's username, click the plus sign in the upper right-hand corner of the box. Be sure to add your partner as an "Author" rather than a "Scribe" when prompted.



- Select "Close" when you have finished. The next time you log in to CaseMap, you will see your ID instead of Student in the log-in box.