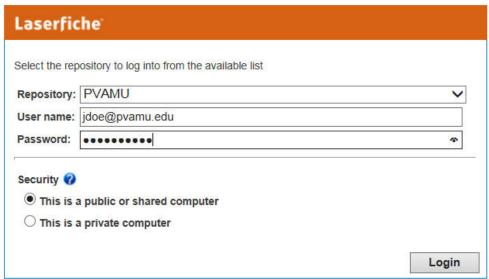# Laserfiche

PRAIRIE VIEW A&M UNIVERSITY

Login Instructions

You can access the PVAMU Laserfiche system from the university website at www.pvamu.edu.

- From the main page click on the "Faculty and Staff" link.

- Under the Faculty Resources section, click on the "Banner/Cognos/Laserfiche" link.

- Click on the "Laserfiche" link. The information page will open up and provide other helpful links.

- Click on the "Login to Laserfiche" link and you will be sent to the login screen. You can save this page as a bookmark so as to make it easier to get to the login screen the next time you need to access the system.

- At the login screen, you will have to select the PVAMU repository from the drop-down menu.

- Your Username will be the same as your email address. (Ex. John Doe would have the following username – jdoe@pvamu.edu). **NOTE: you must include the @pvamu.edu.**

- Your password will be the same one that you use to login to your computer.