**InPAC Manual Sharing**

**1 Empty User Account
Site ID = varies
Username = inpac
Password = InPAC123**

1. Create a user named INPAC Member with the username inpac and a password
2. Create a group named INPAC Review
3. Add the user to the group
4. Under Group manage , go to Rights & Assignments
5. Under Folders, select folders to share
6. Select view & cascading
7. Save & log out
8. Log in as inpac with the password you originally set
9. You’ll be asked to change password
10. Change the password to InPAC123
11. Log off

**Carmel PD Policy Manual**

Site ID = cmpd
Username = inpac
Password = InPAC123