

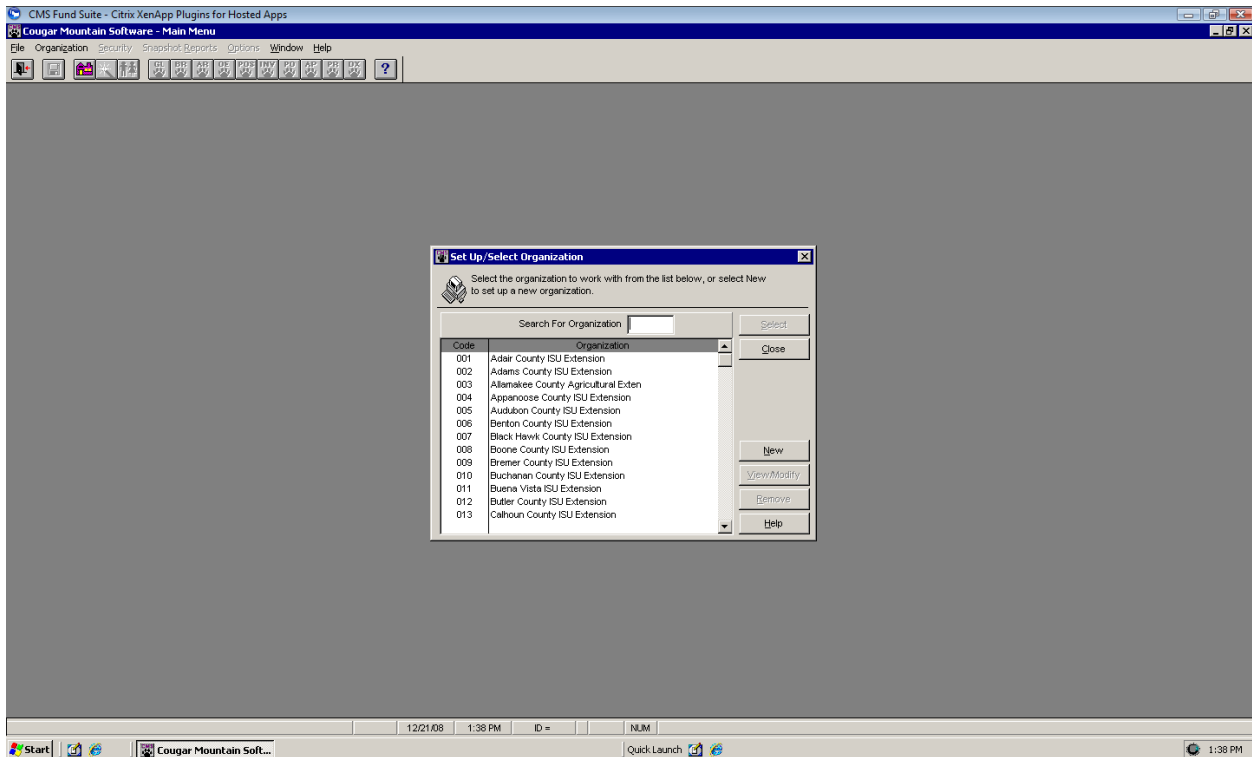
Cougar Mountain – County Access to CM & Outside Reports

Cougar Mountain is located on a Citrix Server on ISU campus. You will need to install the Citrix Server Presentation Screen to log on to the server and access CM. The instructions are available on-line: <http://www.extension.iastate.edu/it/support/Citrixinstall.htm>. Once you have successfully logged on to Citrix, you will have access to the Cougar Mountain Software and the Outside Reports.

To Enter Cougar Mountain Fund Suite:



1. Locate the Fund Suite icon and double click to enter Cougar Mountain.
2. Type in your County Number in the “Search for Organization” box.
3. Using your mouse click on the name of your county.
4. Using your mouse click on Select.
5. Next you will enter your User ID and Password.



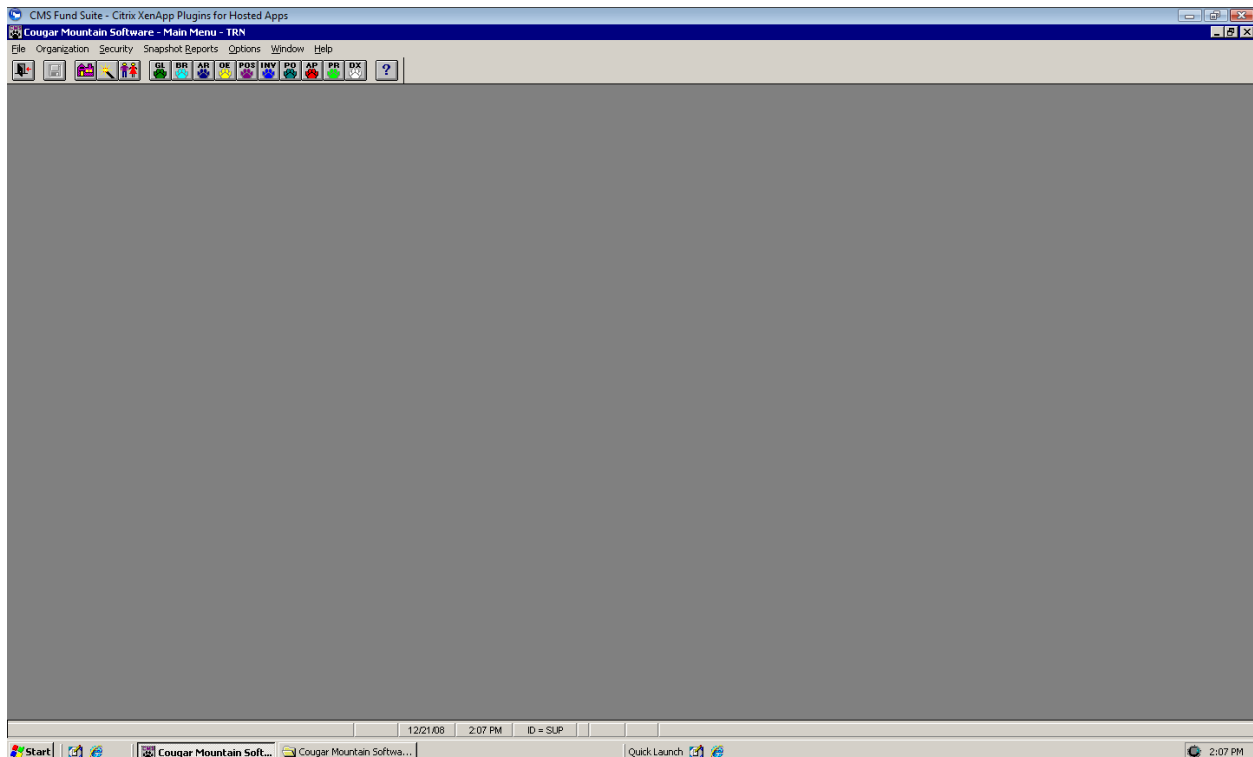
The next step is to enter your User ID and Password. The User ID is your initials (First, Middle, Last). The password is not pre-set for you. If you have not created a password then leave this field blank. It is recommended that you set up a password and the instructions can be found on-line at:

<http://www.extension.iastate.edu/NR/rdonlyres/3918EEDA-FB62-402A-ADFA-AB31CCD65649/33500/Password.pdf>



A dialog box titled "CMS Login" with a close button in the top right corner. The text inside reads: "Multiple users detected for the company you are connecting to. Enter your User ID and password below to continue your connection to company." Below the text are two input fields: "User ID" and "Password". At the bottom are "OK" and "Cancel" buttons.

Congratulations! You have logged on to Cougar Mountain.



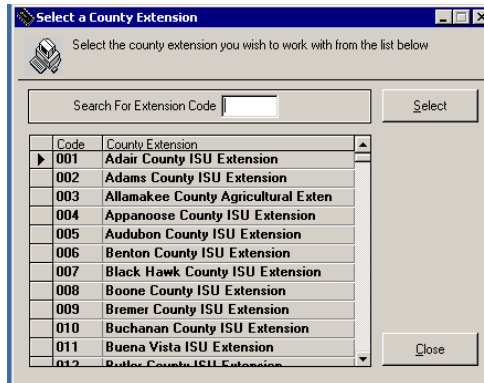
Cougar Mountain is like any other software in that it has reports that have been created by the CM programmers for use in their software. These types of reports are referred to as “Canned Reports”. This means that these reports are the property of Cougar Mountain and cannot be changed.

A committee was formed within Extension to design and create reports “Outside” of Cougar Mountain to meet Extension needs. The “Outside Reports” are the reports that are printed and provided to council.

To Enter the Cougar Mountain Outside Reports:



1. Locate the ISU Reports icon and double click to enter the Outside Reports.
2. Type in your County Number in the “Search for Extension Code” box.
3. Using your mouse click on Select.



Congratulations! You have logged on to the Outside Reports.

