

3E Information

Training and Links

- 1) *Catalog Managers & Facility Managers* need to login at: www.3eonline.com
- 2) *General Users* use the Bypass Link on your desktop:

<https://www.3eonline.com/EeeOnlinePortal/DesktopDefault.aspx?id=cT9hwFmyEJJ0js5lG%2bwGHBwxlRHwOGgiE4q8ZZbySHoNmU9XuFRJ0xyOrZ5yhD6W>

Setting up the General User Bypass Link

(Repeat one of these procedures on each computer you would like to have the 3E General User Bypass link available.)

On your **Desktop**:

- 1) Copy the link above.
- 2) Go to your Desktop and right click on it.
- 3) Select & click "New" and then "Shortcut".
- 4) Paste the link in the location field.
- 5) Click "Next".
- 6) Name the shortcut "3E General User Bypass Link".
- 7) Click "Finish".
- 8) A new shortcut on your Desktop is now created.

On some computers, the **Pop-up Blocker** will inhibit 3E Online from running the *Auto Log-on* feature. If this happens:

- 1) Right click on the banner "Pop-up blocked. To see this Pop-up or additional options, click here."
- 2) Click "Always allow Pop-ups from this site".
- 3) Click "Yes".
- 4) Click "Retry".

(This should only be needed the first time you use the shortcut.)

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