

## Quick Guide: Everest Remote Desktop App Sign In Tool

How to install and run Everest Sign In Tool

Updated: 10/19/2020

### Introduction

The **Everest Remote Desktop App Sign In Tool** is a simple and user-friendly way to log in to the Everest Remote App. Most importantly, it connects you to the newest server, which is faster and provides better data security.

**Technical Description:** This tool seamlessly adds the domain name to a user's Everest credentials for the desktop application and saves it into the user profile on the remote server in the correct format for future reference.

### Please READ instructions BEFORE downloading:

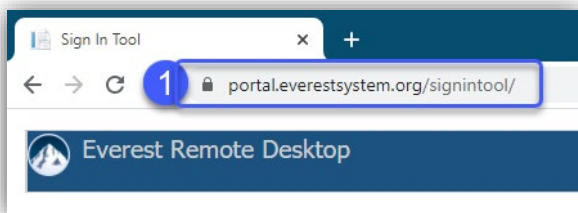
#### What to know:

- **Download ONE TIME:** You only need to download and install the application once.
- **Use New DESKTOP SHORTCUT:** Installation adds a **DESKTOP SHORTCUT** called “Everest Sign In Tool” to launch Everest from now.
- **Two-Part SIGN IN:** Going forward, you will be prompted to sign in twice with your Everest username and password. Sign in first to the Everest Remote Server and second to the Everest application.
- This is for **Windows** users only. Mac users can reference this document for Everest Installation: [Mac Users](#).

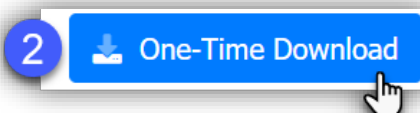
### Download, install and run Everest Sign-in Tool

- 1) Using any web browser, go directly to the Everest Sign In Tool download page:

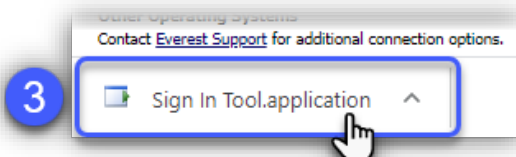
<https://portal.everestsystem.org/signintool/>



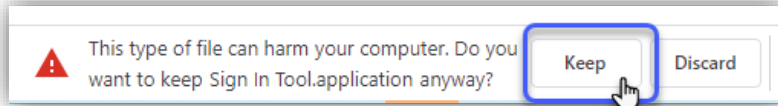
- 2) Scroll to the bottom, select the **One-Time Download** button.



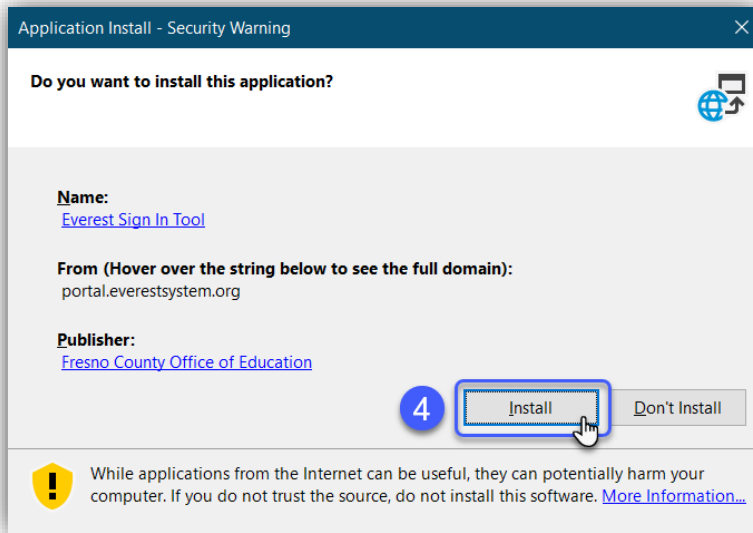
- 3) Select the downloaded file to open it: located in lower-left corner of your browser or go to your **Downloads** folder to locate it.



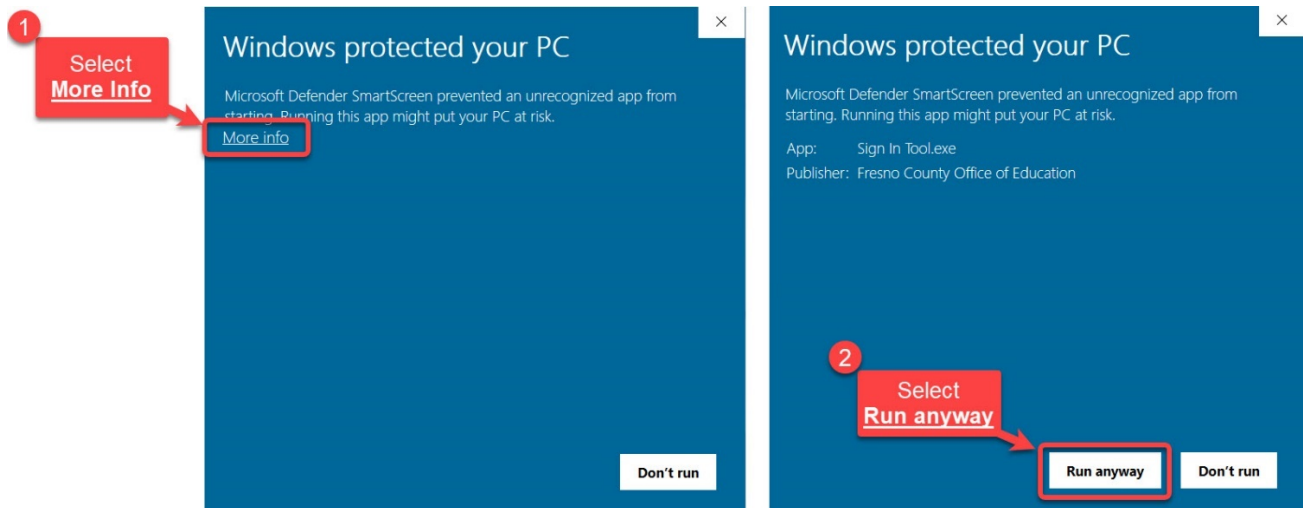
If you get any message like below, select **Keep**. Otherwise skip this part.



4) Select **Install**.

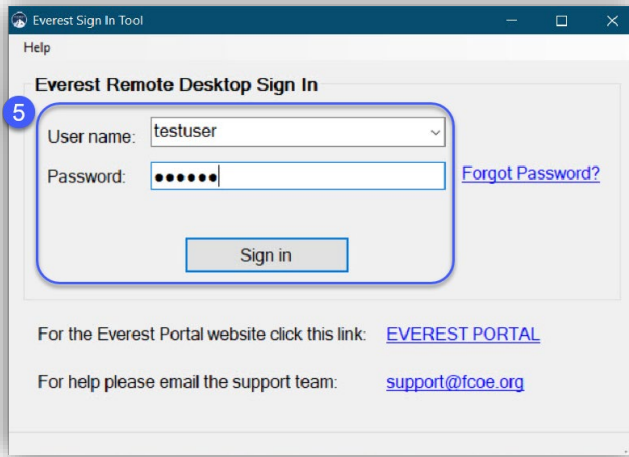


If you get a **Windows protected** message like below, select: Select **More info**, then select **Run anyway**. Skip this part if you do not see this.



5) Once installed, the Everest Sign In Tool will launch. Enter your **Everest username, password**, select **Sign In**.

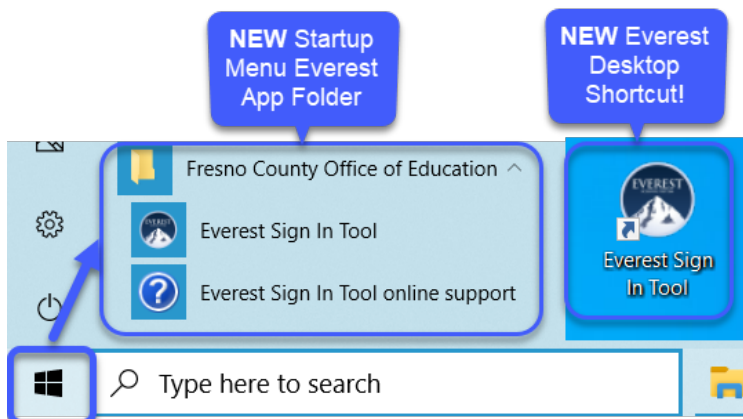
- Use the **Forgot Password** link if you need to reset your password.



- 6) Next, the Everest System application will launch. **Enter your Everest username, password, verify District # and Fiscal Year, and select Login.**



- 7) Use your **new Desktop Shortcut** to log into Everest going forward. You also have a new folder on the Startup Menu you can access the Everest Sign In Tool.



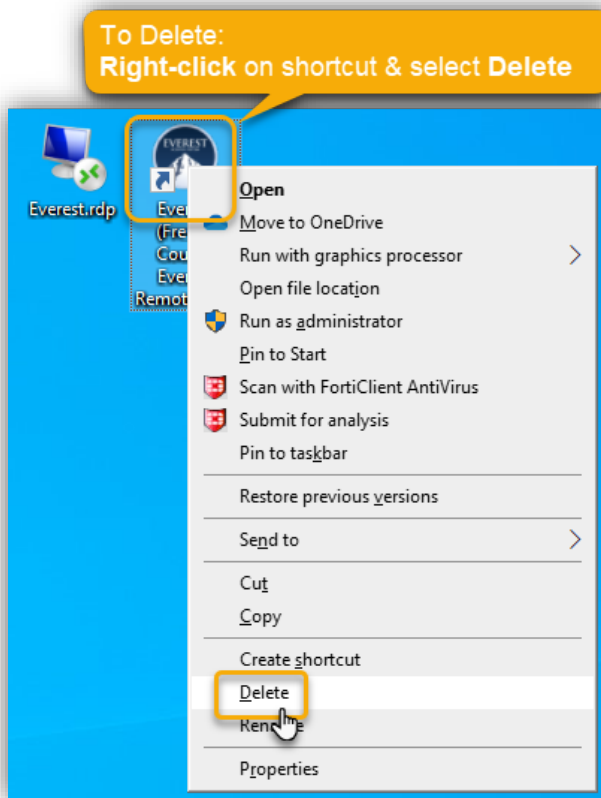
## Optional - Delete any old Everest shortcuts on desktop

1) Go to your Desktop, locate any older Everest Remote Shortcuts, that look similar to these examples:



2) **Right-click** on the old Everest shortcut and select **Delete**.

- Try not to delete your new icon in the process. The shortcut to KEEP is called Everest Sign In Tool.



Questions or need help? Email us at [support@fcoe.org](mailto:support@fcoe.org) or call 559-497-3724.