

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:

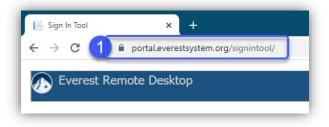
What to know:

- **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: <u>Mac</u> <u>Users</u>.

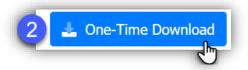
Download, install and run Everest Sign-in Tool

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.

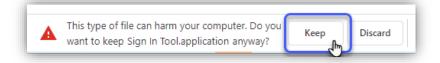


3) Select the downloaded file to open it: located in lower-left corner of your browser or go to your **Downloads** folder to locate it.



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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 <u>More info</u>, then select **Run anyway.** Skip this part if you do not see this.

1 Select <u>More Info</u>	Windows protected your PC Microsoft Defender SmartScreen prevented an unrecognized app from diading Running this app might put your PC at risk. More info	X Windows protected your PC Microsoft Defender SmartScreen prevented an unrecognized app from starting. Running this app might put your PC at risk. App: Sign In Tool.exe Publisher: Fresno County Office of Education
	Don't run	2 Select Run anyway Run anyway Don't run

- 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.

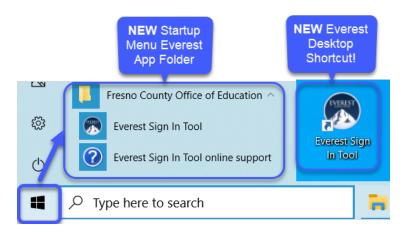


User name:	testuser	~	
Password:	•••••		Forgot Password
	Sign in		
	st Portal website click this link:	EVEDES	ST PORTAL
or the Evere	SUPORTAL WEDSILE CIICK THIS IIMK.	EVERES	DIFURIAL

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

	System Login
EVEREST SCHOOL SYSTEM	6 UserID testuser Password •••••• District # 1 Fiscal Year 2021 Login Cancel Version 1.40.0.0
Web Site To Connect To	Everest V Test Connection
What do I do if I forgot my	
Web Site To Connect To What do I do if I forgot my Click on the forgot passw Who do I contact if I have	password? ord link Forgot Password
What do I do if I forgot my Click on the forgot passw Who do I contact if I have In most cases, your District	password? ord link Forqot Password trouble logging in? toffice will be able to assist you if you lose if you need technical support you can call

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.

To Delete: Right-click on shortcut & select Delete				
Everestarip Open Everestarip Move to OneDrive Cree Run with graphics processor Everestarie Move to OneDrive Core Run with graphics processor Verestarie Pin to Start Solar vith FortiClient AntiVirus Solar to to to Start Solar to to taskbar Restore previous versions Send to Cut Copy Create shortcut Delete Rent Properties				

Questions or need help? Email us at support@fcoe.org or call 559-497-3724.

