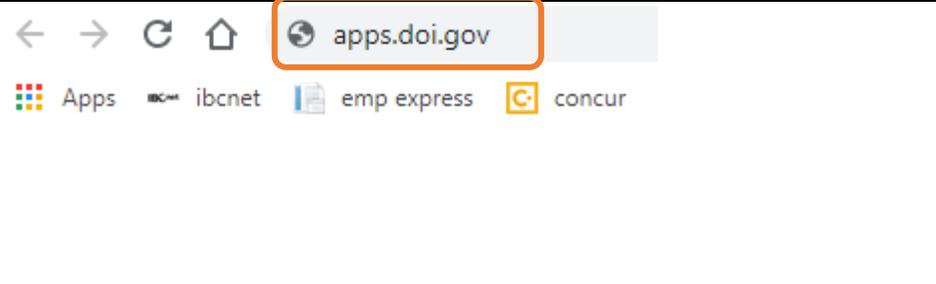
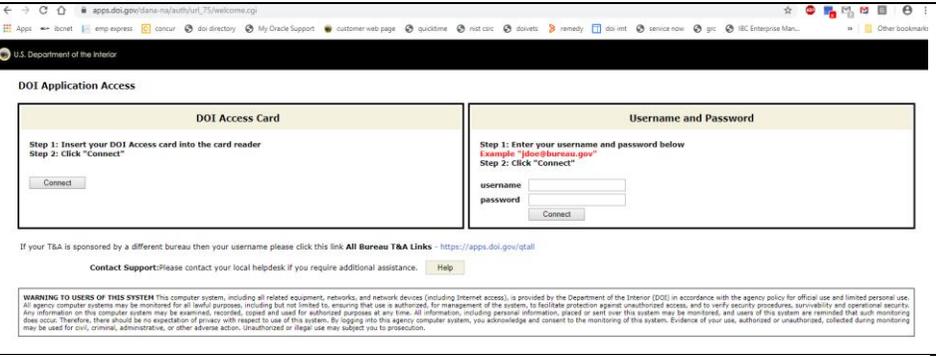
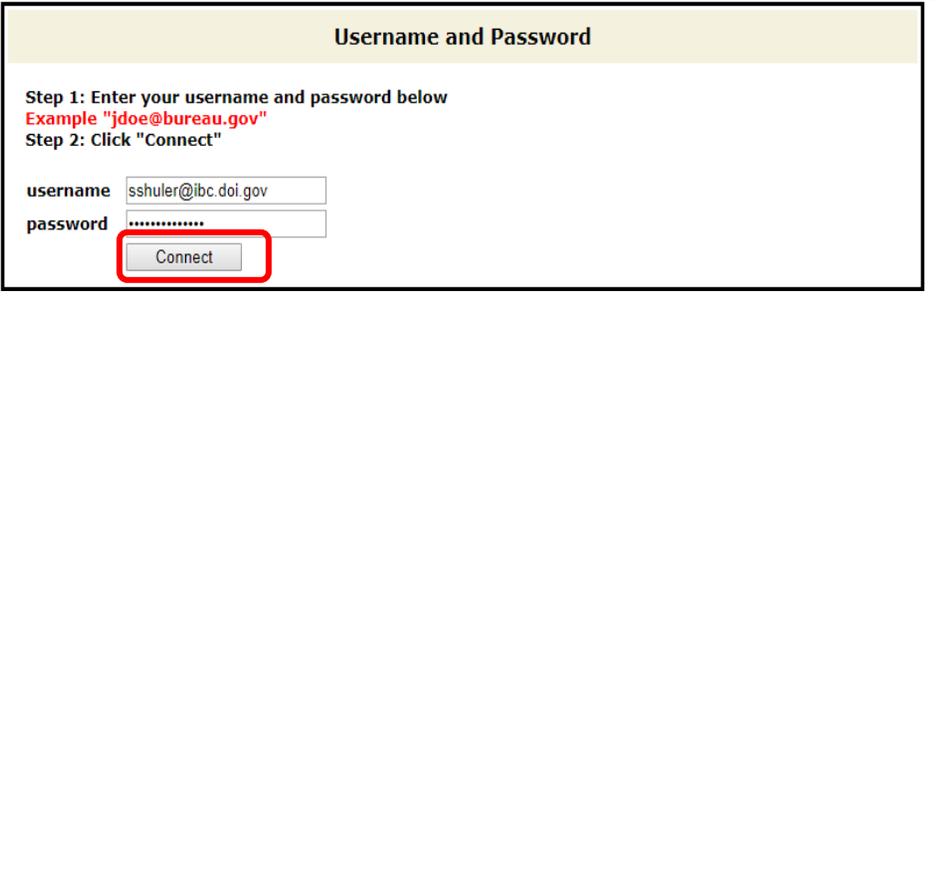
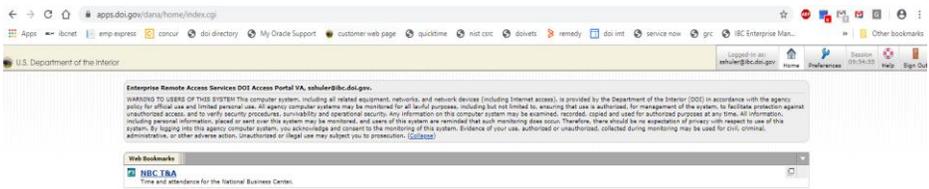
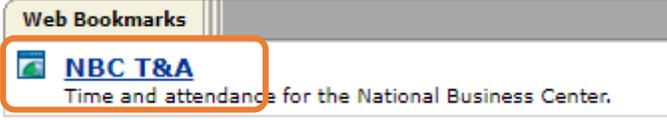
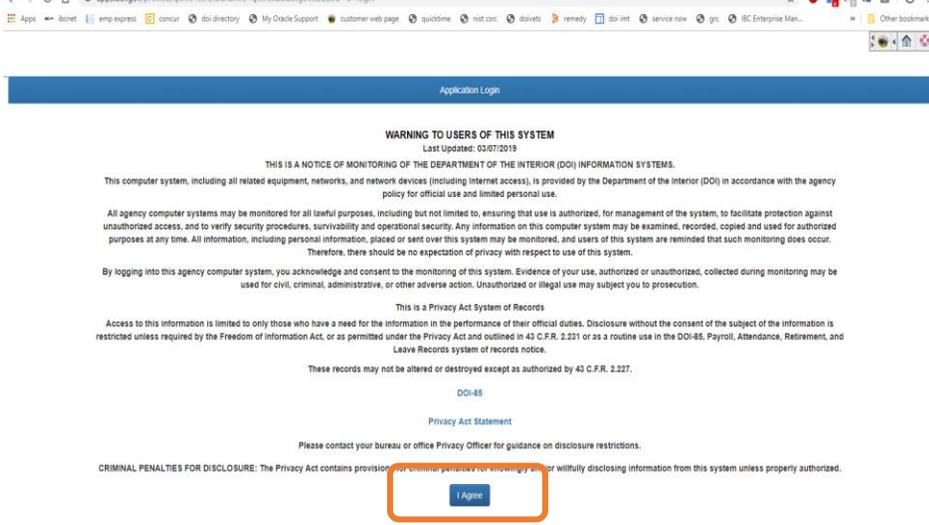
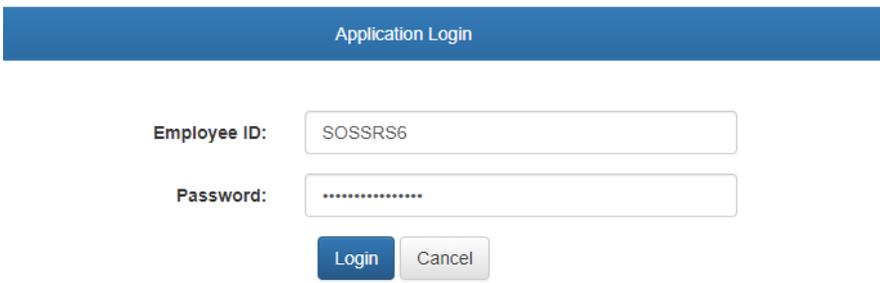


-NOTE: What you need to have with you to make this work: (1) your Windows Username and Password & (2) your Quicktime UserID and Password.

Step No.	Nomenclature	Screen Capture
1	Open your web browser and in the search field type in apps.doi.gov and then the Enter button.	
2	Screen should refresh and show the following sign in screen.	
3	<p>Use the Sign in box titled Username and Password.</p> <p>Type in your username and password</p> <p>*Note: 1) Your username is not your IBC email address. 2) Password is your Windows password.</p> <p>Select the Connect button.</p>	

Step No.	Nomenclature	Screen Capture
4	Screen should refresh and provide the following screen	
5	Select the link titled NBC T&A	
6	Screen will refresh and take you to Quicktime Screen. Select the I Agree button at the bottom of the screen.	
7	Screen will refresh and take you to the Quicktime Application Login screen. Type in your Employee ID and your Password . Then select the Login button.	 <p style="text-align: center;">Forgot Password? Click Here</p> <p style="text-align: center;">For assistance, please contact the Quicktime Help Desk at 1-888-367-1622:</p> <p style="text-align: center;">Password requests: select Main Menu Option #2 then Option #1. General questions: select Main Menu Option #3 then Option #3.</p> <p style="text-align: center;">Or email: Quicktime_HelpDesk@ios.doi.gov</p> <p style="text-align: center;">Hours of Operation: Monday through Friday 6:00 am until 5:30 pm, MTN time.</p>

Step No.	Nomenclature	Screen Capture
8	Once you have completed your input into Quicktime, exit out of Quicktime.	
9	Exit out of the Apps portal by selecting the door in the top right-hand corner of your screen.	