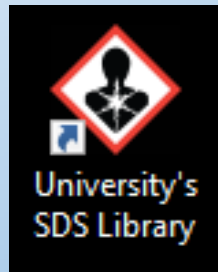# Direct Login Link

The direct login link is created for your facility's use only.

With the link, you can create a shortcut/icon on the employees computer desktop.

Once the icon is double clicked, this will enable the employee to have view only access to your SDS library, without remembering a website, usernames, or passwords.
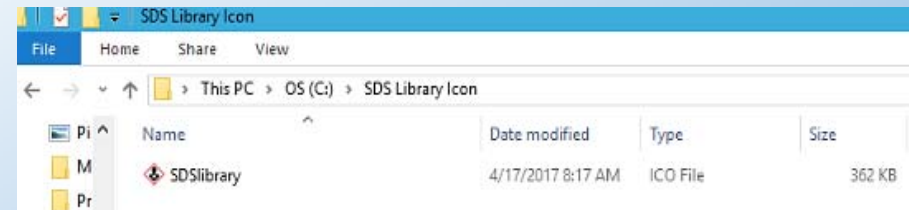
University's
SDS Library

Direct Login Link

SAVE THE M3V DATA MANAGEMENT ICON TO YOUR PC

1.) Create a folder on your C: drive

(example: SDS Library Icon)

2.) Save the file SDSLibrary.ico in the created folder

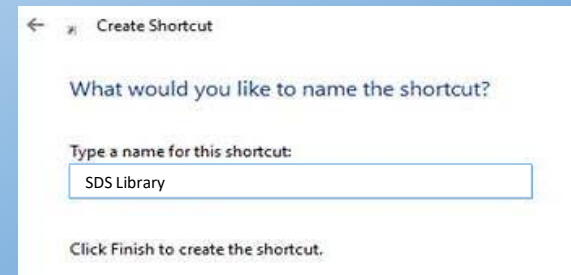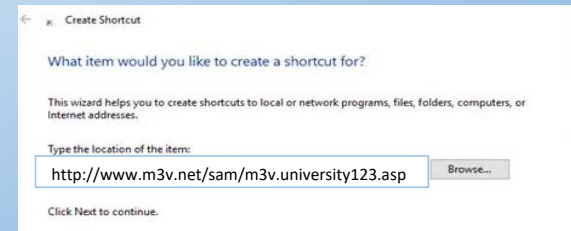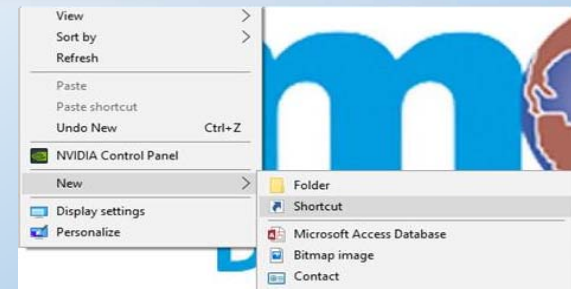3.) Follow the next steps and create the shortcut on your computer desktop

![m3v Data Management logo]

Direct Login Link

HOW TO CREATE A SHORTCUT ICON ON YOUR DESKTOP

1.) Right click on your desktop

2.) Select New and then select Shortcut

3.) Copy the direct login link and paste it. Select Next

4.) Name the desktop icon (example: SDS Library) then FINISH

Direct Login Link

STEP THREE

CHANGE YOUR ICON TO THE M3V DATA MANAGEMENT ICON

1.) Right click on the icon

2.) Select Properties. Under *Web Document Tab,* click Change Icon

3.) New window displays. Select Browse

4.) Refer back to STEP ONE for location. Select File. Click Open

5.) Click OK, then Apply and OK again