

Orion Login Instructions

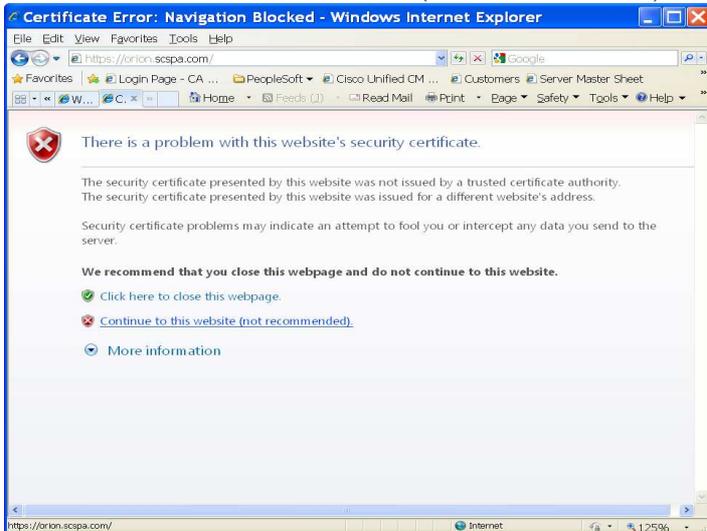
Support Contact Information: 843-577-8124 or helpdesk@scspa.com

<https://orion.scspa.com>

Select the above link to login to an Orion Session

You may receive the Certificate Error Screen and if so please do the following:
If not skip this step and continue to the next:

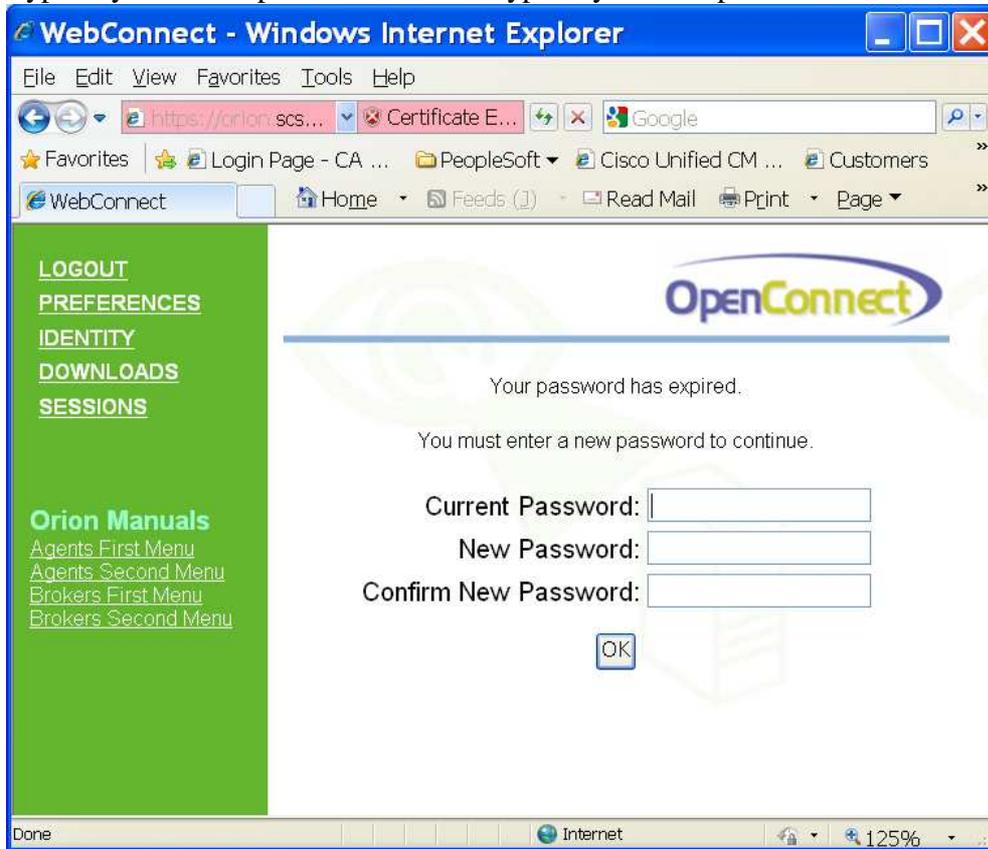
If you receive the Certificate Error Screen:
Select: Continue to this website (not recommended)



Your Login box will appear. Please type your username with ALL CAPS
Please type your first password as provided to you in email exactly as given.
Do not have any blank spaces; this will make your username and/or password invalid.
Select OK



Upon your initial login, you will be prompted to change your password:
Type in your initial password and then type in your new password twice and select OK



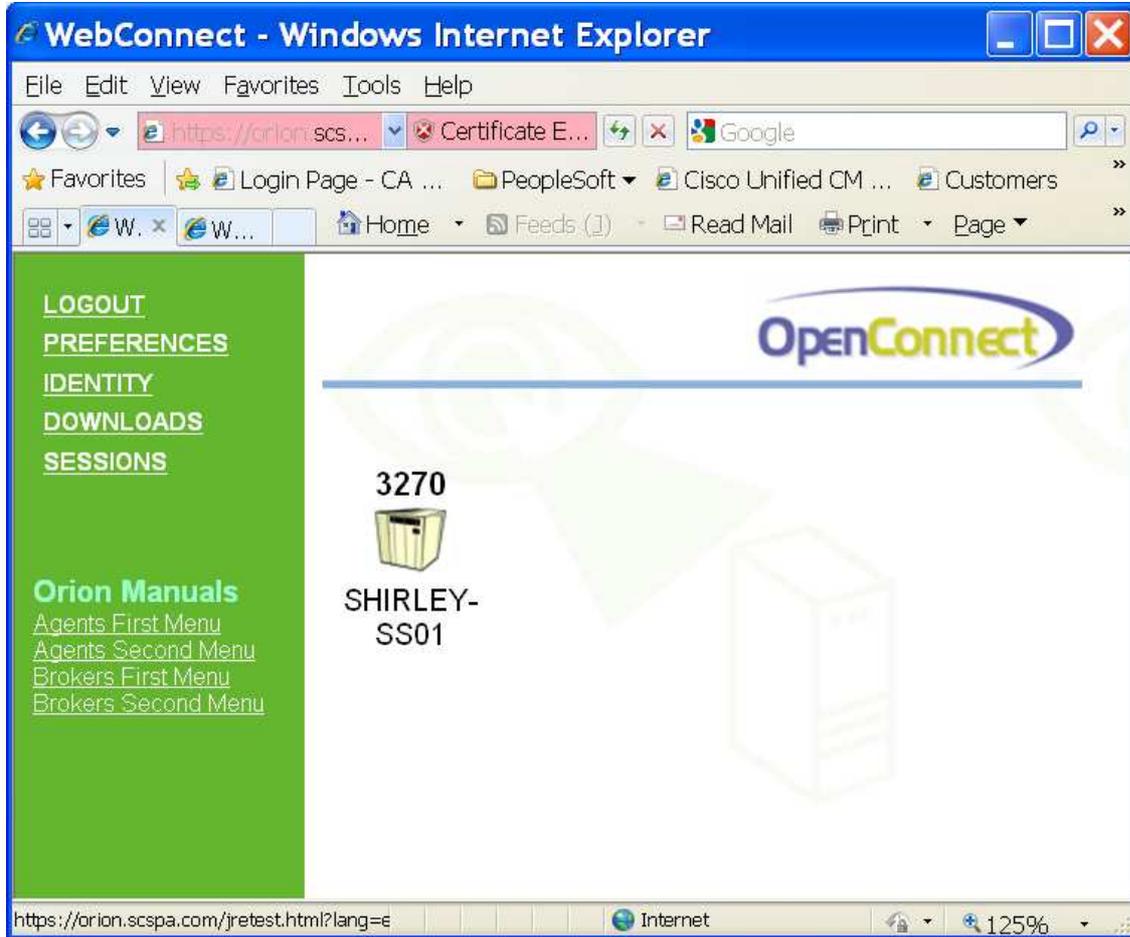
You will receive the following screen:



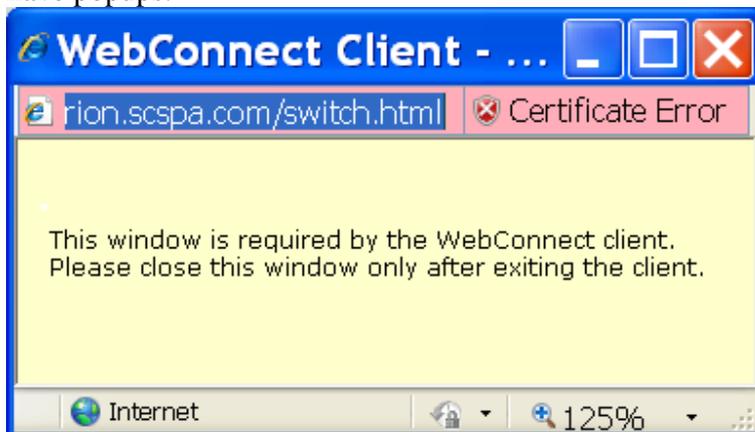
In order to open a session from this point you will need to select the SESSIONS located in the left menu panel:

After selecting SESSIONS you may receive an additional login box; this is due to having changed your password; so you will login with your username and new password.

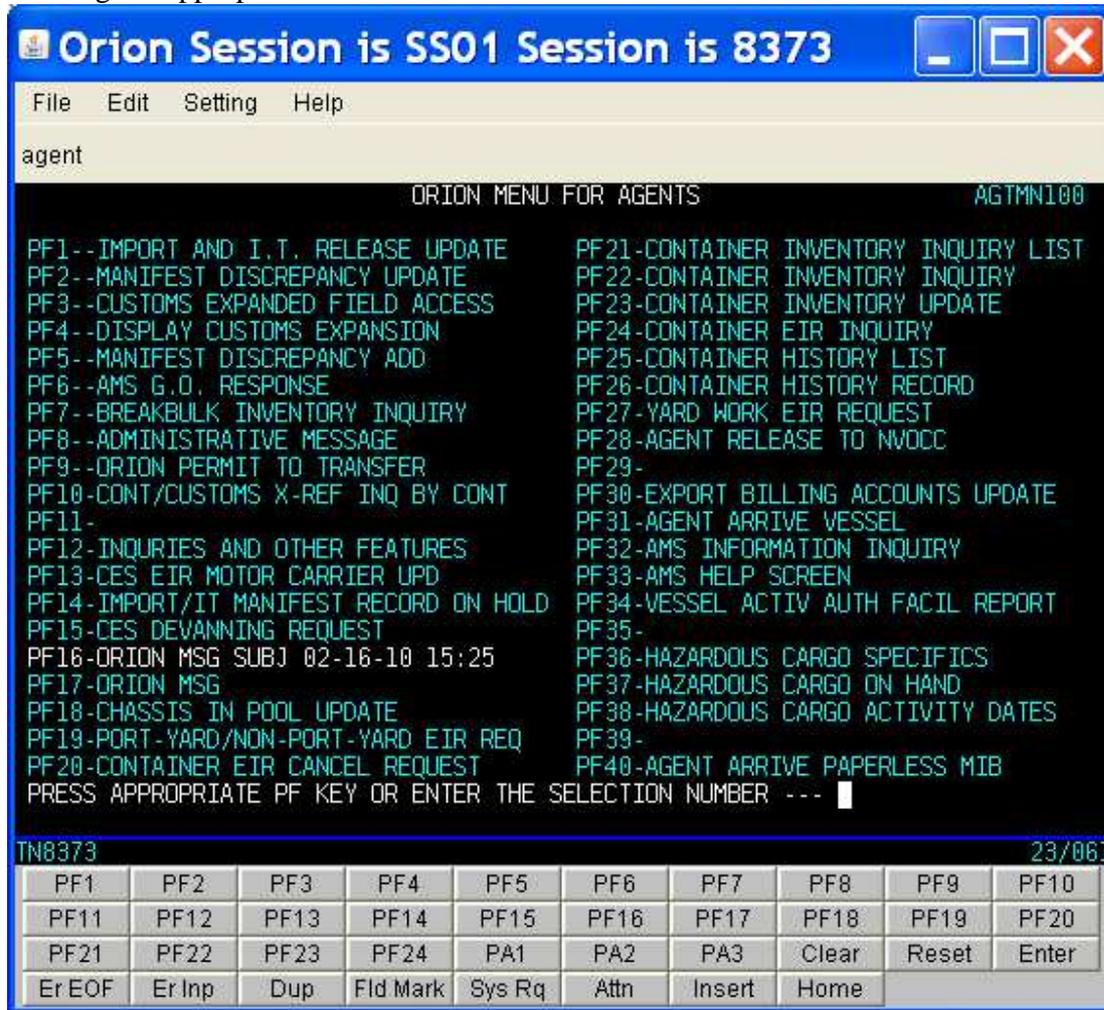
You will now click the 3270 icon and connect to Orion:



A Java pop up box will open and you must leave this window open in order to access Orion. **IMPORTANT:** If you have windows popup blocker on, you will need to allow this website to have popups.



The Orion Session will open as well, depending on your setup, the Agent Menu or the Broker Menu will auto load. If you are both an Agent and Broker, you can switch between the two by selecting the appropriate tabs:



Some users require a Java login after the Orion window opens upon first initial login; you will not be required to this on future logins



For assistance please contact our Help Desk at 843-577-8124 or helpdesk@scspa.com