


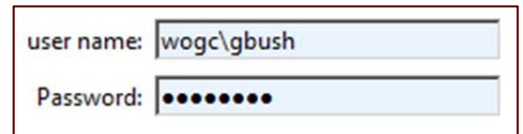
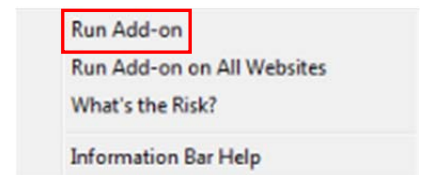
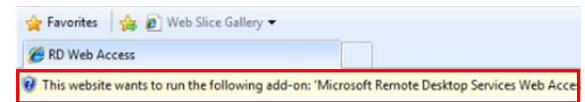
WALTER REMOTE WEB ACCESS PROCEDURE

PURPOSE:

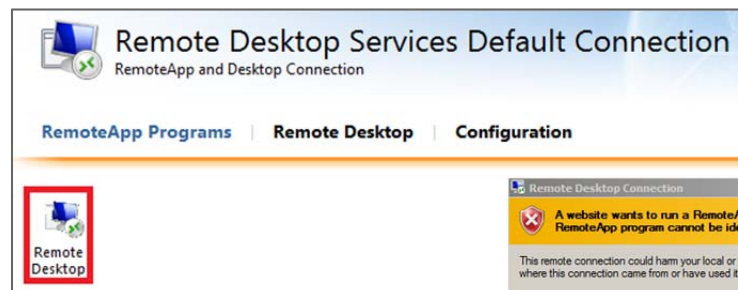
This document describes how to connect to Walter Remote Web Access. Walter Remote Web Access allows a user to connect to the Walter network and begin a session with access to Walter network resources (share drives, printers, and applications).

PROCEDURE:

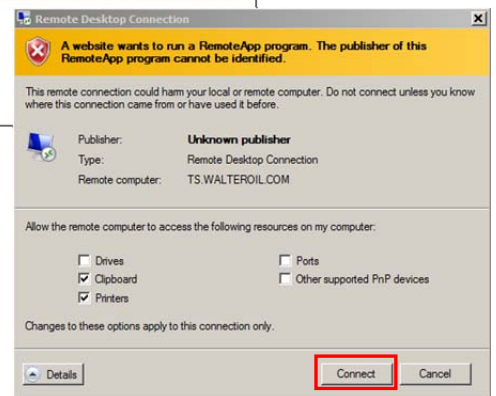
1. Open a web browser (Important: You must use Internet Explorer Version 6.0 or higher)
2. Navigate to <http://www.walteroil.com>
3. Select the  icon
4. Select the **Walter Remote Web Access** link
5. Accept the ActiveX control that auto runs:
 - a. Windows 7/Vista – Right click the Add-On bar that appears near the top in Internet Explorer and select **Run Add-on**
 - b. Windows XP – You will receive a prompt that says “ActiveX control not installed or not enabled”. Click the **link in the second paragraph** labeled “this webpage” and then select **Download** and **Run** when prompted.
6. Enter your credentials
 - a. Note: You must include “WOGC\” in front of your username



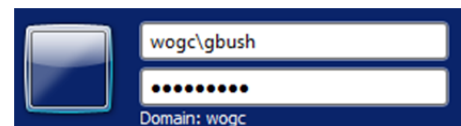
7. Select the **Remote Desktop** icon



8. When prompted, select the **Connect** button



9. Enter your credentials and select **OK**
 - a. Note: You must include “WOGC\” in front of your username



A session will launch and you will now be connected to the Walter network and its corresponding resources.