

DO NOT SET A PERSONAL AppleID or iCloud ACCOUNT ON THIS iPad

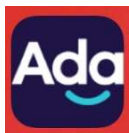
Power the iPad on:



Enter the passcode (top right corner of this page)

To access the apps below, swipe left on the iPad and look for the relevant icon

To access ADA



Sign in with your @<department>.vic.gov.au email address and password.

someone@vic.gov.au
 Password

Press **Sign in**

To access People Central for Payslips

From the ADA home page, click



Sign in with your @<department>.vic.gov.au email address and password.

someone@vic.gov.au
 Password

Press **Sign in**

From My Info, click on My Payslips



Your current payslip will open.

For older payslips, click the menu button in the top left corner of PeopleCentral and select the pay period you require the slip for



To log out, click the

(back arrow - top left corner) to return to PeopleCentral Home



Click your name in the top right and press Log Out.

To access Outlook

From the ADA homepage, click the Apps Menu



Select **Outlook**

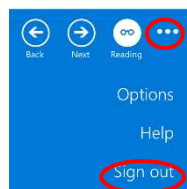
Sign in with your @<department>.vic.gov.au email address and password.

someone@vic.gov.au
 Password

Press **Sign in**

You can read and reply to your email as required.

To logout, press the menu button (bottom right corner) and press Sign Out.



To access Vic Emergency



Login with your profile.

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To access FireWeb



Enter your FireWeb username and password

Check the Policy Acceptance box and press Login

Select the Current Login Role and Location, then press Login

To logout, press **LOGIN** from the left hand menu, then press **Logout** then **OK**

To access EM Cop

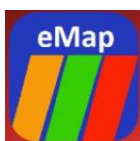


Enter your email address and password you registered with and press Sign In

Use EM COP as required.

To logout, press Logout from the top right corner, then **Yes** to confirm.

To access eMap



Enter your FireWeb User name and password, then press Sign In.

Use the site as required.

To logout, press **Sign out** in the top right corner.

To access EM Drive (CTERA)



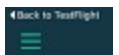
Enter the server: **emdrive.ffm.vic.gov.au** and press CONTINUE

Login with your FireWeb User name and password and press CONTINUE

Press **Shared With Me**

Press **EM Drive**

To logout, press Back twice, then press the Menu in the top right corner hit settings, then **Sign Out**, then **Sign Out**



To access FFMVic Apps



Login with your FireWeb User name and Password then press the green arrow



Select the App that you require and use as needed.



If the iPad is locked – press the home button

Enter the passcode (top right corner of this page)



For further help

Go to the FFMVic Help page

<http://radiocomms.help.ffm.vic.gov.au/ipad-help/>

Support contact information

For iPad faults or repairs contact MSC on

phone: 8377 4650 Option 1 (then option 2)

email: E: support@mscmobility.com.au

For all other issues contact FFM Support on

portal: <https://servicedesk.ffm.vic.gov.au/servicedesk/customer/portal/4> (Contact

FFM Support on FireWeb)

phone: 03 9637 9741