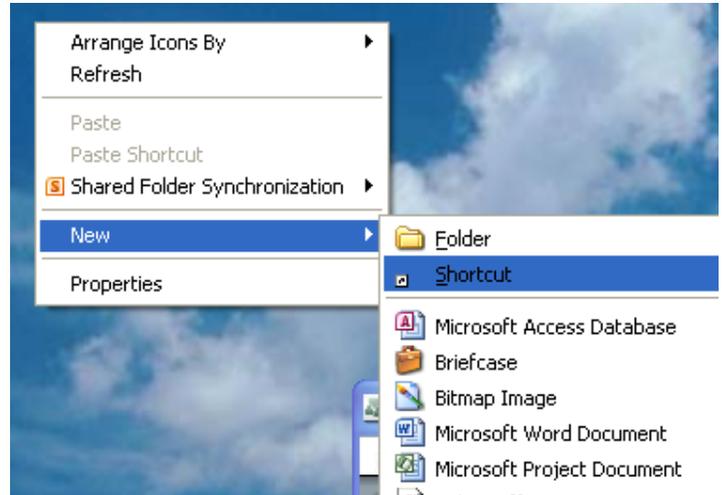


# Steps to Create a Shortcut

To create a shortcut to the NCIR, follow the steps below.

1. Go to your computer's desktop.
2. Right click on an open space.
3. Point to **New** and then **Shortcut** (shown in the image to the right).
4. Type the NCIR web address in the blank space (shown in image below):  
**<https://ncir.dhhs.state.nc.us>**



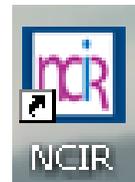
Type the location of the item:

5. Click **Next**.
6. Name the shortcut NCIR (shown in image below).

Type a name for this shortcut:

7. Click **Finish**.
8. The NCIR shortcut icon will appear on the desktop (shown in image to the right).
9. Double-click on the shortcut icon to open your browser to the NCIR login screen.



**Note:** If in addition to creating a shortcut, you also want to save the NCIR website as a **bookmark** or **favorite** on your browser, follow the steps below.

You may experience login problems if you do not follow these steps.

1. Create the bookmark/favorite.
2. Right-click on the bookmark/favorite.
3. Depending on your browser type, left-click on either **Properties** or **Edit**.
4. Retype the NCIR web address in the URL blank (example below).
5. Click **OK**, **Save**, or **Done**.

