


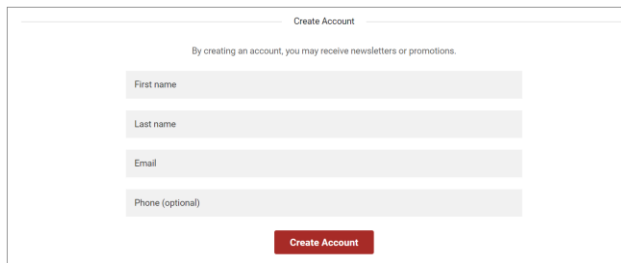


Open the <https://www.admins.com> website in an internet browser (Chrome, Edge, Firefox, etc.).

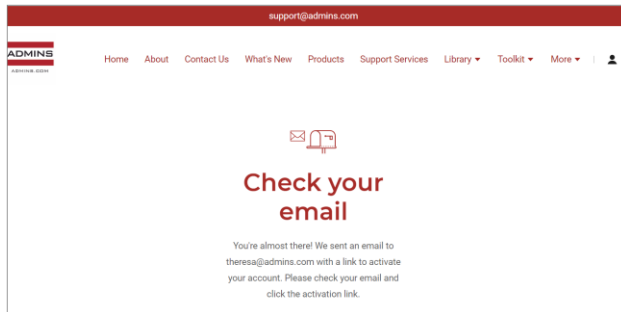
Click on the  icon in the upper right corner of the screen. Select Create Account.



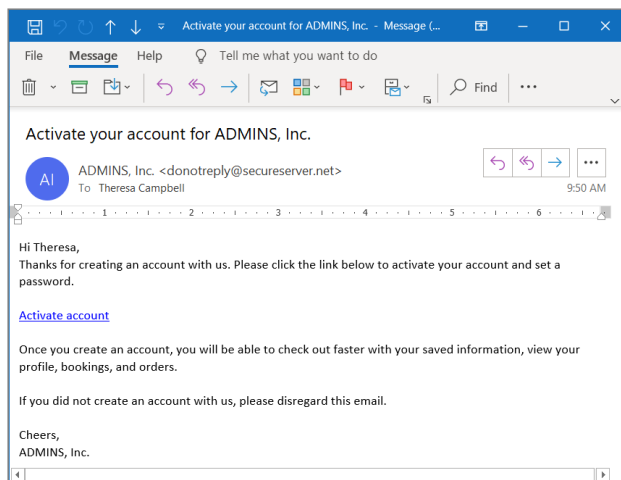
Fill in all the fields as shown; please include the phone number so that support may reach out if needed. Click on Create Account.



A screen will be displayed with instructions to check your email with a link to activate the account:



The email will look like this:





Click on the link or copy the link and paste it into the browser window; set a password (minimum length of eight characters:)

A confirmation page will be displayed.

Select Videos & Quick Tips to choose from the available quick start videos.

Getting Started

- [Logging In to AUC & Basics](#) (8:30)
- [Logging out of AUC](#) (1:54)
- [Reset AUC Password](#) (2:00)
- [Use the Training Area](#) (2:04)
- [Clear Data From A Field](#) (1:17)
- [Favorites Screen](#) (2:23)
- [Index Of Help Documents](#) (0:51)
- [Reprinting A Report](#) (3:08)
- [Enter Departmental Receipts](#) (5:13)
- [Email Signatures](#) (1:36)
- [Quick Task & Report Button](#) (2:12)
- [Check for Record Locks](#) (2:14)

GL Training

- [Add a New GL Account](#) (4:07)
- [Drill Down on Account](#) (4:28)
- [General Ledger Queries](#) (3:21)
- [General Ledger Reports](#) (6:27)
- [Expenditure Summary Report](#) (4:04)
- [Set Up A New Fund](#) (9:17)
- [Automate Reports using Job Stream](#) (24:28)
- [How to Reverse a Journal Entry](#) (4:08)
- [Fixed Assets Module](#) (1 hour 21 minutes)

HR Training

- [Create A Payroll Warrant](#) (3:31)
- [Create A Recon File After Warrant Is Posted](#) (1:10)
- [How To "Uncalculate" A Warrant](#) (2:14)
- [Timesheet Entry](#) (7:34)

AP/PO Training **Webinar Links** **Webinar Slides**