Log in and out of ONE's NEO System

Quick Guide

1. Logging in to NEO and Configuring the Sign-On Page

Users have a single sign-on screen into the ONE system, and the sign-on screen has configuration features.

Complete the following steps to log in to the ONE system and the NEO interface:

1. Type in the correct URL in a browser search bar. Typically, this is **https://logon.onenetwork.com**. The ONE sign-on screen displays with audio and video features. Displays might vary.
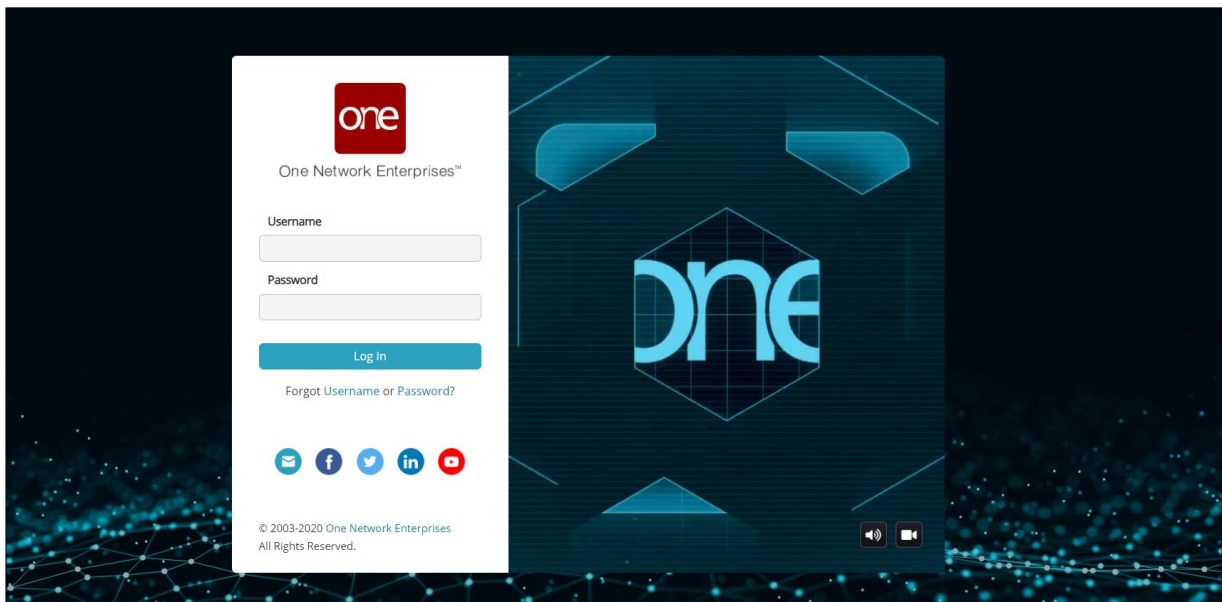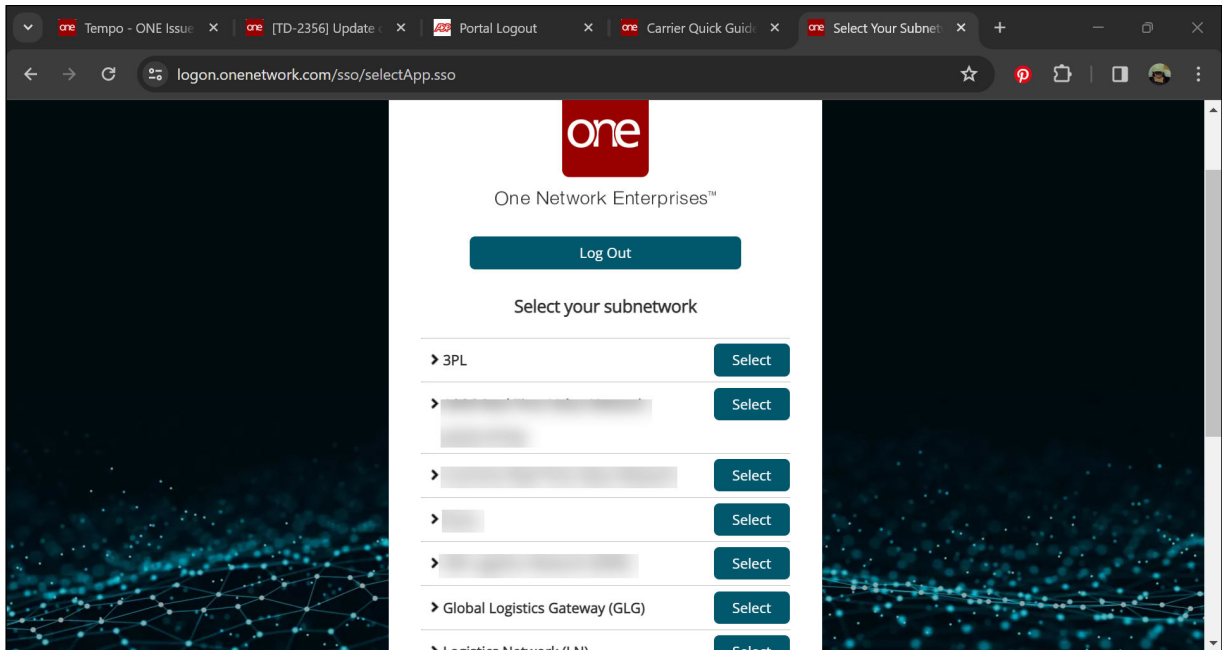

2. Enter your username in the **Username** field.
3. Enter your password in the **Password** field.

> **NOTE**
> The Username and Password fields are case sensitive. Enter upper- and lowercase letters precisely.

4. Click the **Log In** button.
    Some users are logged into the ONE system. Some users see a selection of networks as shown below.

5. Click the **Select** button for your network.

> ### TIP
> For more information about each subnetwork, click the expansion arrow to the left of each subnet name.

The NEO dashboard assigned to your user role displays.
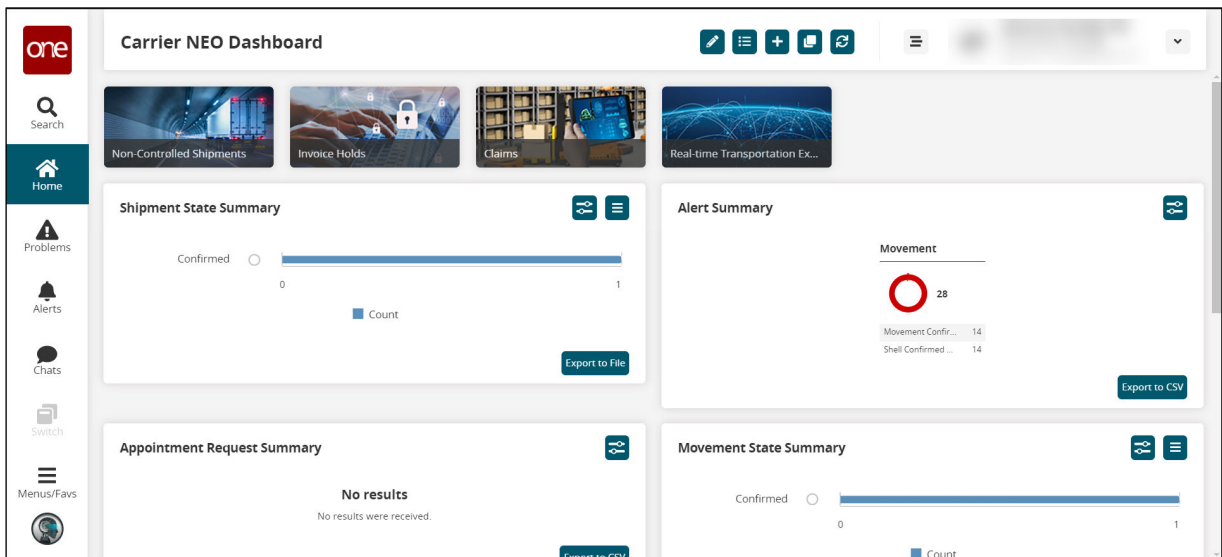
Complete the following steps to configure the sign-in screen:

1. Type in the correct URL in a browser search bar.
   The ONE sign-on screen displays with audio and video features that play in a continuous loop.
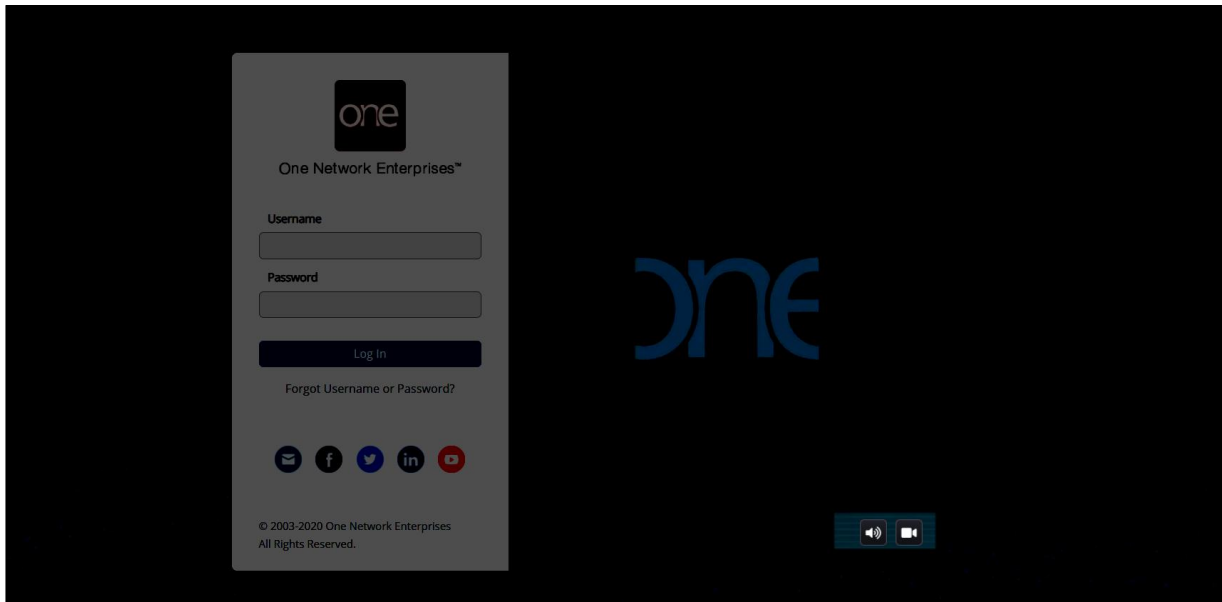
2. Click the audio (speaker) icon.

   The icon changes to show that the audio is turned off for the sign-on screen.

3. Click the video (camera) icon.

   The video loop changes to a static picture of NEO. The audio and video selections remain the same until changed.
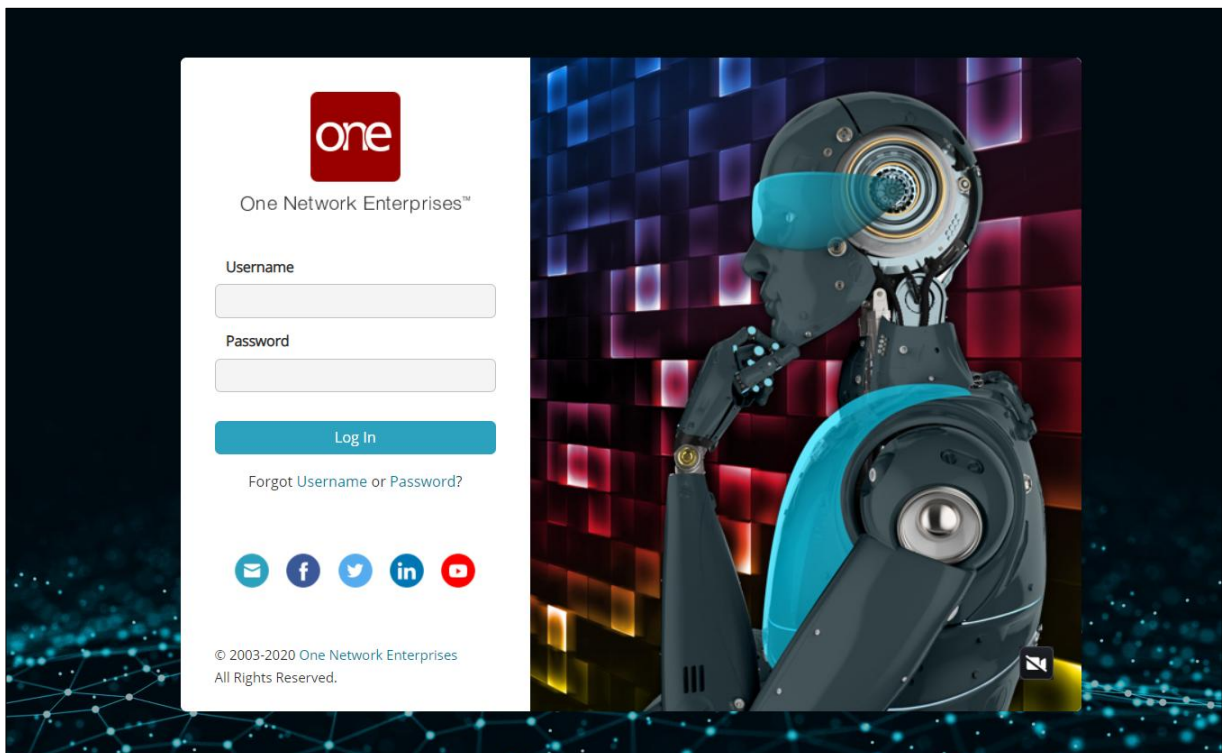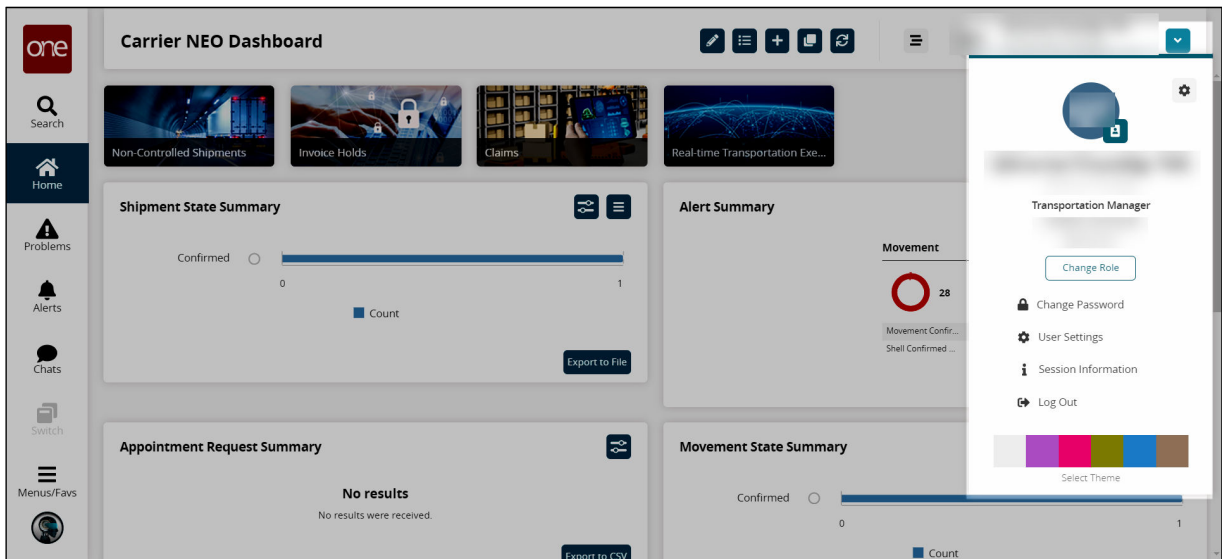
2. Logging out of NEO

Users can log out of ONE's NEO system through the User Profile panel.

Complete the following steps to log out:

1. Click the arrow button for the **User Profile** slideout as shown in the screenshot below.
   The slideout displays user profile and settings options.

2. Click the **Log Out** option.
   The Log Out confirmation pop-up displays.
3. Click the **Yes** button.
   The Logged Out screen displays.
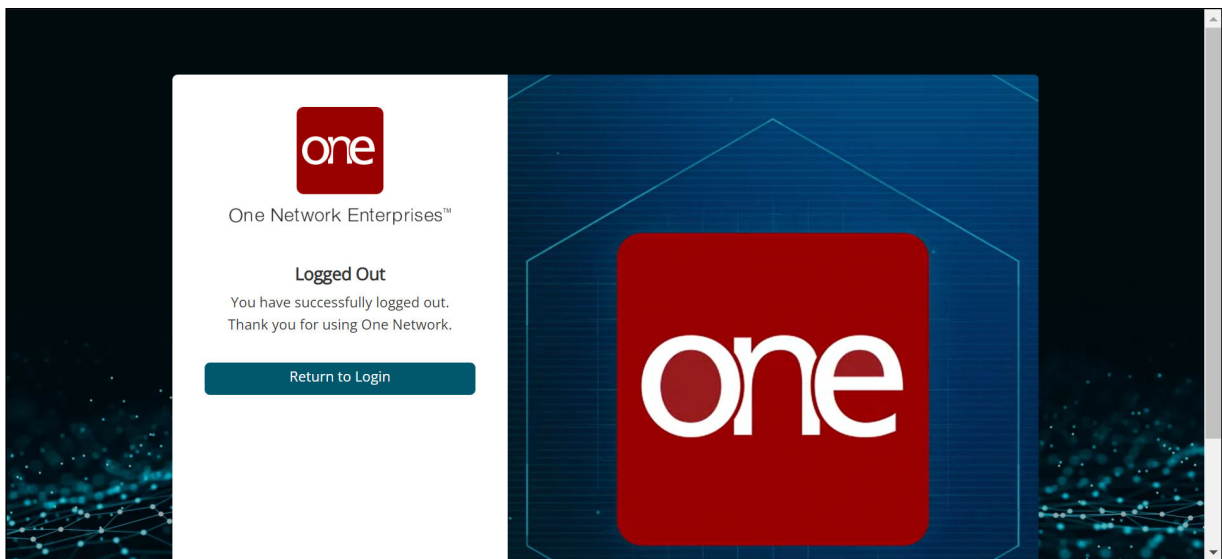
4. Click the **Return to Login** button to log back into the ONE system.