Fuji Xerox DocuShare

These instructions will allow you to access and use DocuShare in the labs and at home.

**Individual Access:**
1. Access the KM Lab site and select the KM Systems tab
2. Select the *DocuShare web site* link
3. Each student has been created as an individual user. To login, use
   - username – [ use your Authcate username]
   - password – [ use your Authcate username]
   - Domain – *DocuShare*
4. When you have logged in, please edit your user details providing your surname (currently set as your Authcate username) and in particular please change your password.
5. When working in groups, you might want to create a group so that you can all work on the one prototype