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.