Launching Avatar

- Open internet explorer
- Enter the following address: https://milwaukee.netsmartcloud.com

Signing Into Avatar

- If your first and last name combined is less than 15 characters:

  Example: Mary Smith   Your Username will be: MarySmith

  ![Avatar Sign-in](image)
  - First and Last initials are capitalized and no spaces between first and last name.
  - Your initial password is your username.

- If your first and last name combined is greater than 15 characters:

  Example: Margarette Johnson   Your Username will be: MJohnson

  ![Avatar Sign-in](image)
  - First initial only for first name and needs to be capitalized. Full last name with first initial capitalized and no spaces between.
  - Your initial password is your username.
Setting Your Password

- Click Ok at the Prompt

![Avatar 2015 - System Generated Password]

Your current password is system generated. You must enter a new password.

OK

![Avatar 2015 - New password entry]

Enter New Password

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Re-Enter New Password

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OK

- Enter your New Password
  - Password should be 5 to 8 characters long and include a number. The password is case sensitive. Example: Winter1
  - Confirm your new password by re-entering it
  - Click on OK