

1. From PA NOLA website at <http://neworleans.portsamerica.com> click on the Icon or the hyperlink.

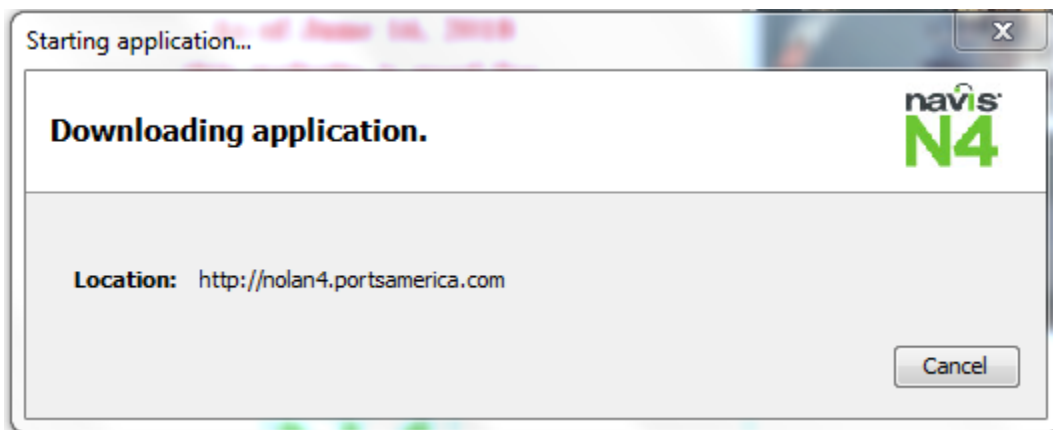


<http://NolaN4.PortsAmerica.com>

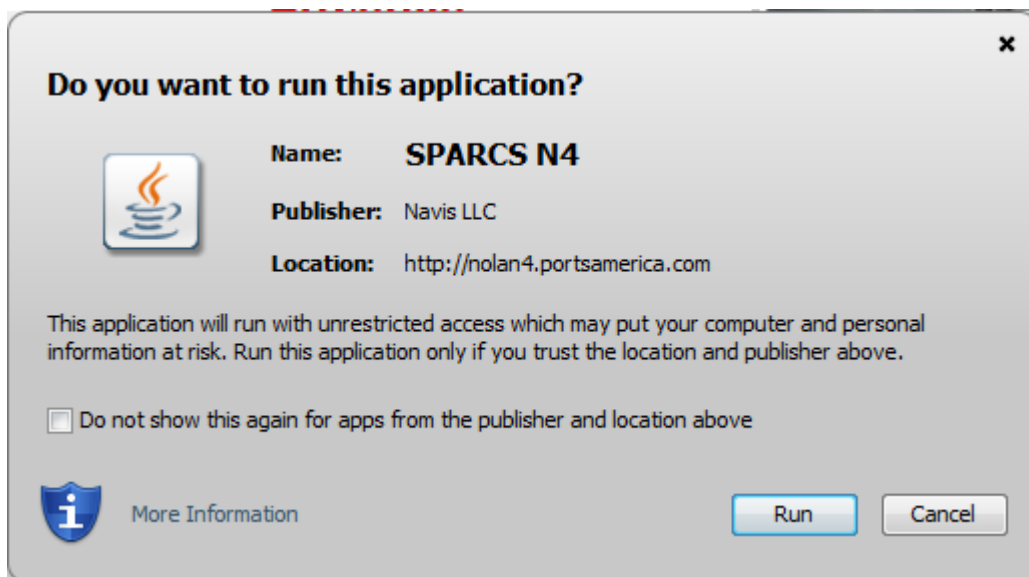
Depending on your browser

a. For IE

Internet Explorer will automatically start downloading the application.

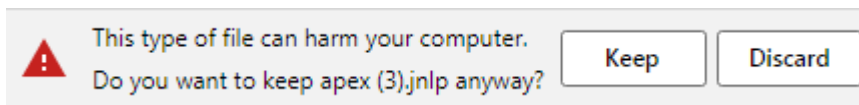


Once the download finishes scroll down for the remainder of the instructions after the below icon.

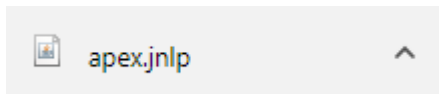


b. For Chrome

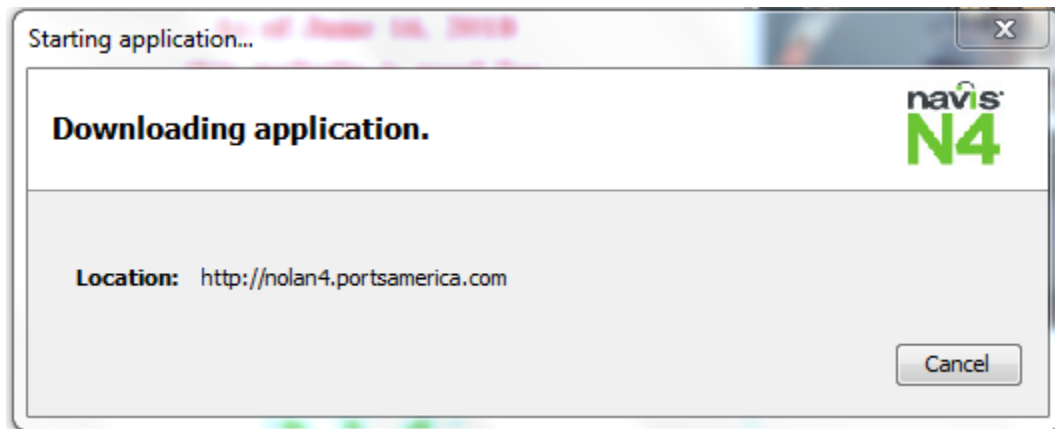
A file will be download and the below popup will appear.



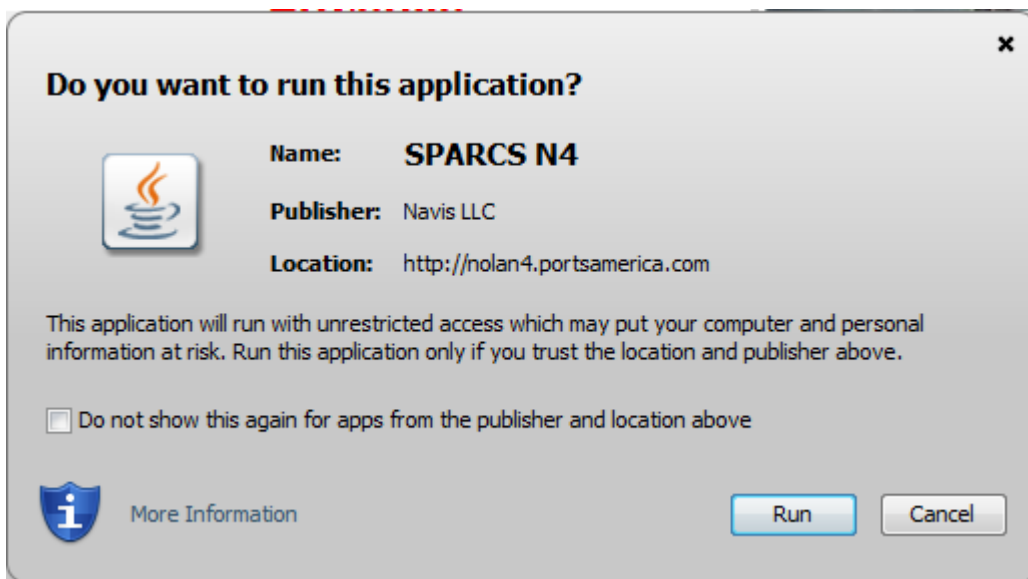
Click on **Keep**, the below icon will then appear in your download files.



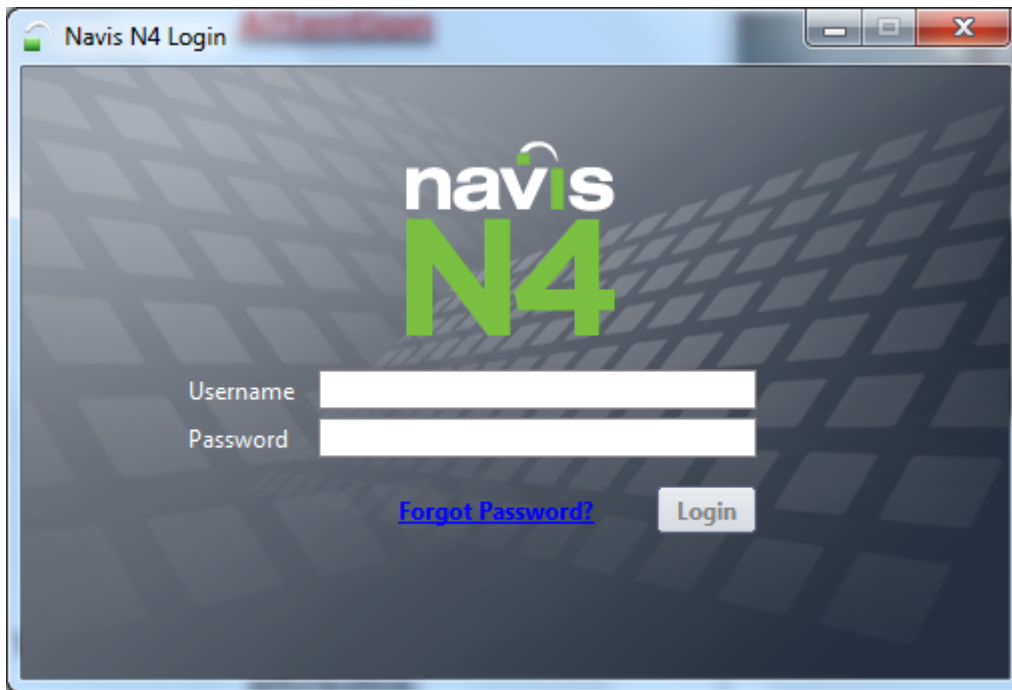
This download can be saved to your desktop or any allowable location. To open the N4 application *double click* on the file, it will start downloading the N4 application.



Once the download finishes the below window will open. Click on *Run*, this will start the N4 application.



2. With a successful launch the below Login window will open to ask for user credentials.



3. The username for N4 will your Express username, the Express username will also be used your password to log in to N4 for the first time.

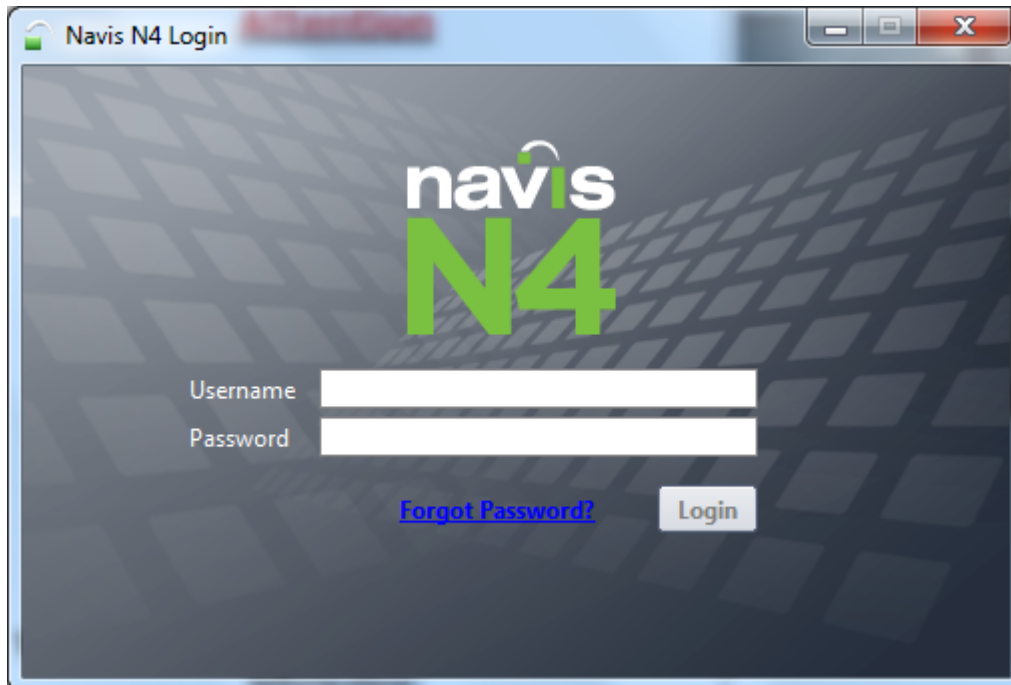


- Once you enter login information in N4, the system will prompt you to change your password.



The screenshot shows a dialog box titled "Edit Password" with a close button (X) in the top right corner. The main text reads: "After you successfully change your password, you will be redirected to the login page to reenter the system." Below this, a list of requirements is provided: "Your new password must satisfy the following requirement(s): Your password must be at least 5 characters. You cannot reuse any of your 3 previously used password(s)." The form contains three input fields: "Current Password:" followed by a single-line text box; "New Password:" followed by a single-line text box; and "Please retype for confirmation:" followed by a single-line text box. At the bottom, there are three buttons: "Save" with a checkmark icon, "Close" with a red X icon, and "Help" with a question mark icon.

- After you successfully change your password, you will be redirected to the login page to reenter N4.



The screenshot shows the "Navis N4 Login" page. The title bar of the window reads "Navis N4 Login". The page features the "navis N4" logo, where "navis" is in white and "N4" is in green. Below the logo are two input fields: "Username" and "Password". Under the "Password" field, there is a blue link that says "Forgot Password?". To the right of the "Forgot Password?" link is a grey "Login" button. The background of the page is a dark grey grid pattern.