

# Duke Office of Information Technology

## Logging in to PARIS

Logging in to PARIS is a two-step process. You first log into a Windows server, then into the PARIS application. Before you can log in, you must have a [Citrix ID](#).

NOTE: After 60 minutes of inactivity, you will automatically be logged out.

## Starting PARIS

1. On the Desktop, double-click *PARIS.ica*. The Log on to Windows window appears. In the Log on to box, *WIN* is displayed. (If it is not, click Options and select *WIN*.)



1. In the User name box, type your Citrix ID. (This is the ID that was emailed to you.)
2. In the Password box, type your password. (This password was included in the email.)
3. Click OK. The GE PARIS window appears, and the Database box displays *paris*.

**PARIS**

Please log in below:

Database

Login ID

Password

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1. In the Login ID box, type your Citrix ID.
2. In the Password box, type your password (use the same password as in step 4).
3. Click Login. The PARIS Main Menu window opens.

NOTE: Periodically, your PARIS application password will expire and you will be prompted to change it.

## Quitting PARIS

To quit PARIS, do the following:

- ? From the File menu, select Exit.

## Help

For instructions on using PARIS, use the online Help.

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