

Logging into Laserfiche Web Access

Note: This document depicts screenshots of the process of logging into Laserfiche Web Access 9.0 using Firefox. The process may be slightly different if you are using another browser.

To log in go to the AgriLife Document Management System Information Web Site at <http://aglifdocs.tamu.edu> and select <http://edocs.tamu.edu> in the middle of the page. This will immediately take you to <https://edocs.tamu.edu/laserfiche8/>

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Document Management System Information

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Welcome!

This website will provide you with information, training and tools for the Laserfiche Document Management System for Texas A&M AgriLife. For the specific information, please refer to the various pages linked through the menu.

NEW! The Laserfiche System has been upgraded to Version 9 Please be sure you upgrade your client to the latest version.

Laserfiche 9.0.2 installation instructions Go to Resources then Installation Instructions for Laserfiche 9.0.2

To access the Document Management System from the Web, use the following links:
<http://edocs.tamu.edu> This will immediately take you to <https://edocs.tamu.edu/laserfiche8/>

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MEMBER TEXAS A&M SYSTEM

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This will take you to the login page as shown.

Laserfiche

Select the repository to log into from the available list

Repository: TAMUS-AgriLife

User name:

Password:

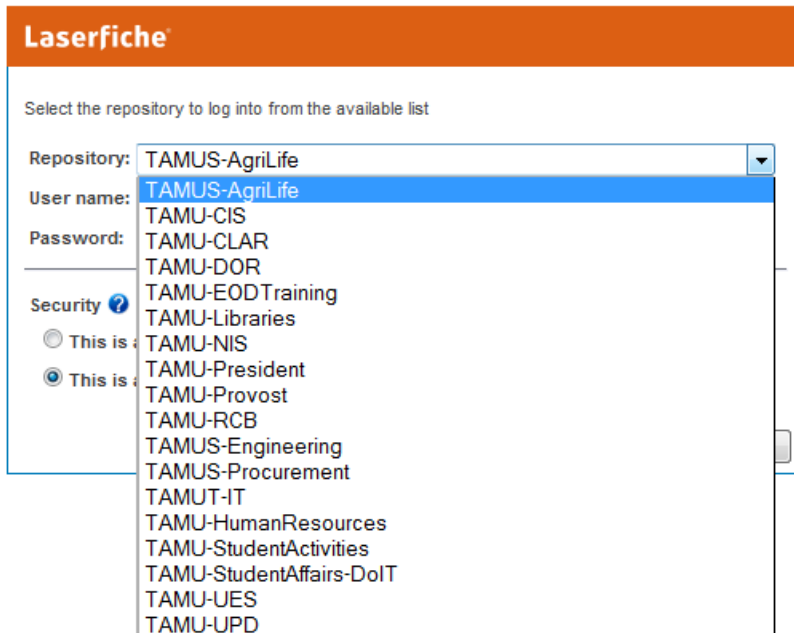
Security ?

This is a public or shared computer

This is a private computer

Login

If TAMUS-AgriLife is not shown as the repository, click the pull down arrow to the right of the Repository block and select TAMUS-AgriLife as the repository as shown.



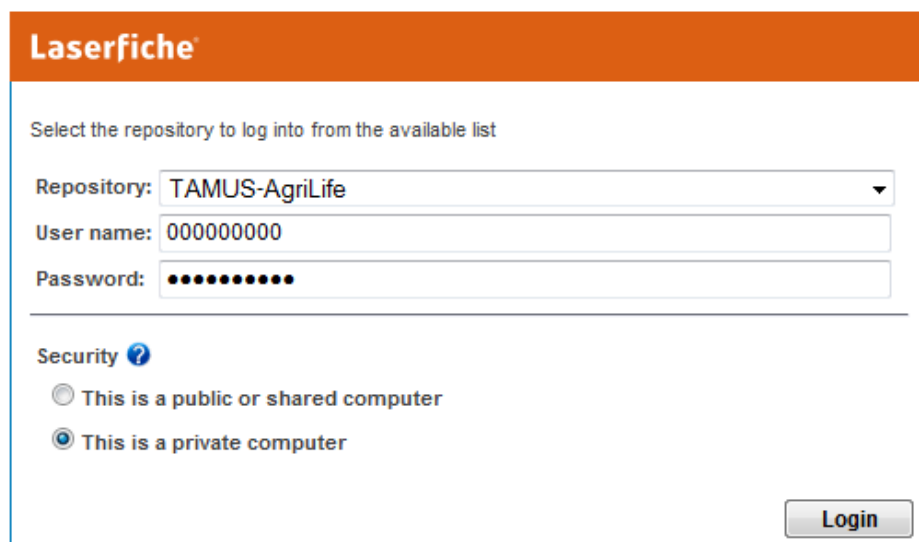
The screenshot shows the Laserfiche login interface. At the top is an orange header with the text "Laserfiche". Below the header, the instruction "Select the repository to log into from the available list" is displayed. The form contains three input fields: "Repository:", "User name:", and "Password:". The "Repository:" dropdown menu is open, showing a list of repository names. "TAMUS-AgriLife" is highlighted in blue. Below the dropdown is a "Security" section with a help icon and two radio button options: "This is a public or shared computer" (unselected) and "This is a private computer" (selected).

Repository: TAMUS-AgriLife
User name:
Password:

Security ?
 This is a public or shared computer
 This is a private computer

TAMUS-AgriLife
TAMU-CIS
TAMU-CLAR
TAMU-DOR
TAMU-EODTraining
TAMU-Libraries
TAMU-NIS
TAMU-President
TAMU-Provost
TAMU-RCB
TAMUS-Engineering
TAMUS-Procurement
TAMUT-IT
TAMU-HumanResources
TAMU-StudentActivities
TAMU-StudentAffairs-DoIT
TAMU-UES
TAMU-UPD

Now log in using your logon and password.



The screenshot shows the Laserfiche login interface with the fields filled. The "Repository:" dropdown is set to "TAMUS-AgriLife". The "User name:" field contains "000000000". The "Password:" field is masked with dots. The "Security" section has "This is a private computer" selected. A "Login" button is located at the bottom right of the form.

Repository: TAMUS-AgriLife
User name: 000000000
Password: ●●●●●●●●

Security ?
 This is a public or shared computer
 This is a private computer

Login