

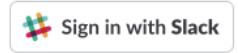
Roster Iconic Server

Log into Roster Server

To login into the Roster system you will be required to authorise your staff Slack Account with Iconic Productions proprietary Roster Server.

To log into the roster system go to <http://roster.iconic productions/login>

To authorise your staff slack account after you go to the Roster Server press on the button.



After pressing this button you will be asked to authorise your account. Follow these steps to authorise your SLACK account with the Roster Server.

1. Press the



button.

Do not change any of the other details. **Do not change** teams.

2. This will log you in to your roster System.

3. To move and navigate around the Roster Server click here "[Navigating and Understanding the Roster System](#)".

Once you have authorised your staff Slack Account with the Roster server, you will only need to press the button again each time to log in. You can also log in using your username and password and entering it manually.

IMPORTANT NOTICE: If you receive an error message it more likely that your Slack Account Profile is not completed in full. Due to security reasons your Slack account must be completed correctly with the correct details to identify you as a secured person. Check your slack account profile to make sure you have the following correctly completed

1. Your first name
2. Your last name
3. Your job title (What I do) field
4. Your phone number (this must be your mobile / cell number)
5. The correct time zone of the area you are in.
6. Your Profile Photo
7. **DO NOT** enter anything for Skype.

If you do not know how to complete or edit your profile, click on this help link for instructions [How to Edit your Slack Account Profile](#).

Attached files:

Unique solution ID: #1270

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