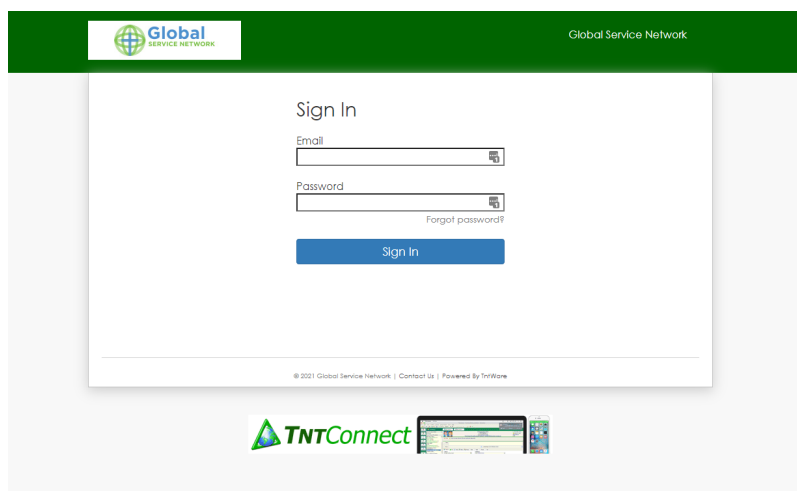


TntConnect & Staff Portal Setup Instructions

1. Browse to <https://gsn-staff.mytntware.com/>



2. When you were accepted you received an email that allowed you to establish a password for the staff portal. The email you should use is the one from which you received the initial Staff Portal setup. If you did not receive the email or are having trouble with setup email or call us for assistance.
3. If you only wish to use the Staff Portal, you can stop but you will want to save the link in step #1 as that is how you access the Staff Portal. If you wish to use TntConnect you will need to complete the remaining steps.
4. If you don't currently have TntConnect on your computer browse to <https://www.tntware.com/tntconnect/downloads/> download and install it before proceeding

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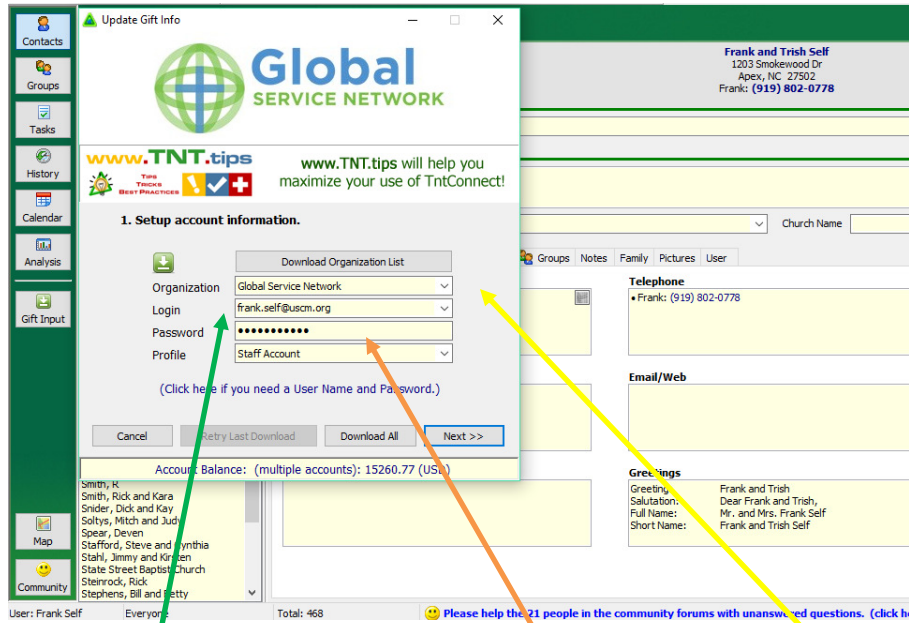
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5. Open TntConnect
6. Click Gift Input



7. Click on the Organization drop down and select Global Service Network. If you don't see the list you may have to click on Download Organizational List.
8. Enter **login** (Same email as the Staff Portal) and **password** (Same password as the Staff Portal)
9. Click next a few times and you should be setup.