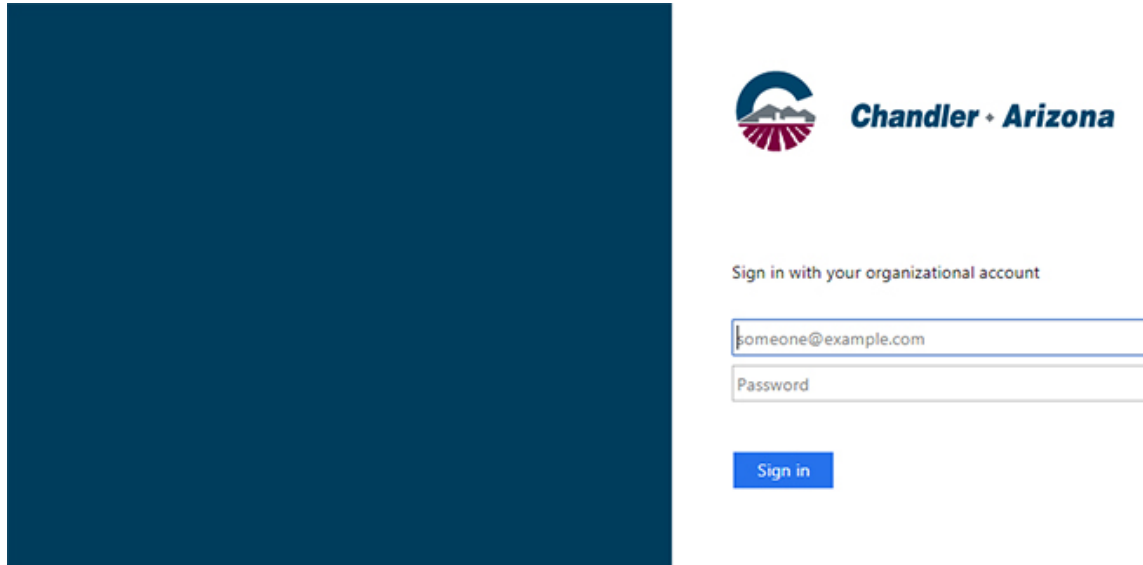


chandleraz.sabacloud.com



USERNAME

- Type **cocad** in front of your windows username (ex. Alexander Chandler might log in as cocad\AlexanderC)

** Temporary staff who have not been assigned a City email need to continue to use the cocad\ option.*

OR

- Enter your **email address** as your username, example;
Alexander.Chandler@chandleraz.gov

**You must use the email assigned to you in Oracle even if you currently use a modified version. As an example, Alexander might go by his middle name of John in Lotus Notes, but to log in to LEAF he needs to use the original email address assigned to him, not the modified one that he was allowed to use.*

PASSWORD

In both of these instances, you will enter the same windows password you currently use to log on to your computer.