



Persimmony Logon Setup Guide

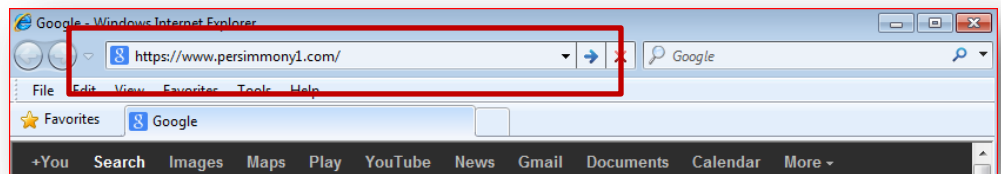
First 5 San Mateo Persimmony Logon Setup Guide

Introduction

This Persimmony Guide provides three easy-to-follow steps to setup your access to the Persimmony Online database via <https://www.persimmony1.com> on a laptop or desktop (MAC or PC) computer.

Step 1: Go to the Persimmony1 Logon Site

In your internet browser, type the following Persimmony Logon Site URL into the address bar: <https://www.persimmony1.com>



Step 2: Enter your User Name and Password

1. Enter your **user name** and **default password** in the Log on screen (*both are case sensitive so be sure to enter exactly as written below*) and then click on **Log On** button. *Remember, your Username is you first and last name.*
Example: Polly Smith



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If you forgot your unique password, please contact First 5 San Mateo Program staff for reset. Persimmony staff will not be able to reset forgotten passwords. Only F5 San Mateo authorized Commission staff are able to reset forgotten passwords.



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Step 3: Download and Install the Citrix Receiver

The Citrix Receiver must be installed on your device in order to security access and transfer data.

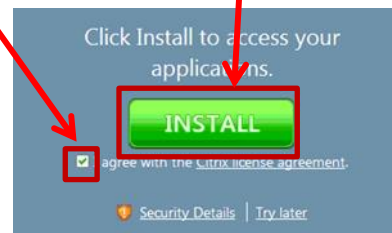
1. To install the Citrix client, click on **Settings** at the top of the screen.



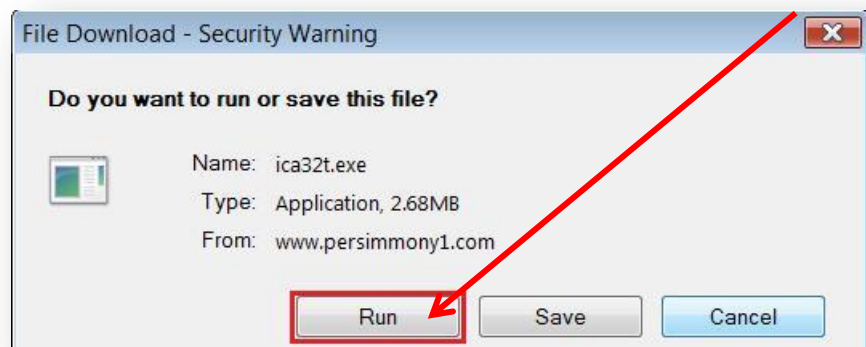
2. Next, click on the **Run Client Detection** button.



3. Check the I Agree checkbox and click on the **Install** button.



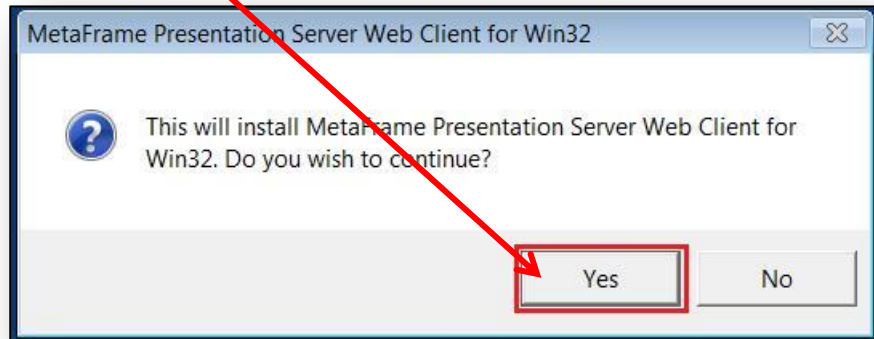
4. The following File Download window will appear. Click on **Run**.





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5. Click on **Yes**.



The Persimmony Client will now be installed on your computer.

If you have any issues accessing Persimmony, please contact:

Leigh Abernathy, Persimmony Project Manager

Phone: 501.270.1633 Email: Leigh@Persimmony.com

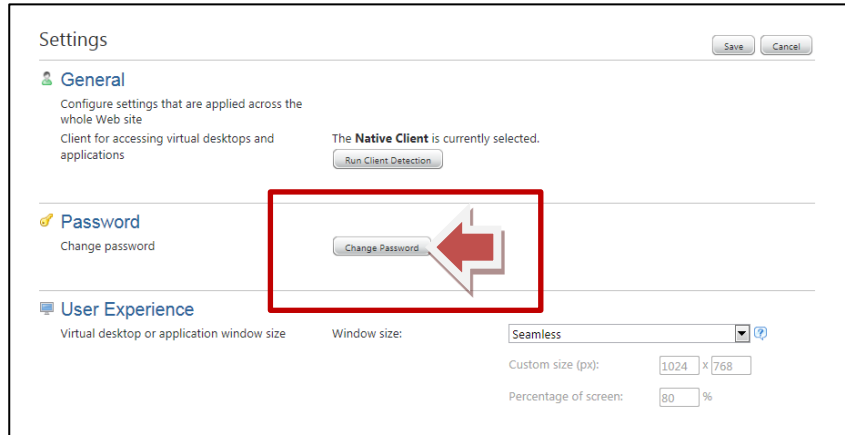
REMINDER: Changing your Persimmony Password

- Whenever you log onto Persimmony with the default password you must change your password to ensure user logon security.
 - You have the ability to change your unique password at any time the using password change feature in settings (steps below).
 - If you forget your password and need it reset to the default, please contact First 5 San Mateo Program staff so they can reset your password. Persimmony staff will not be able to reset your passwords. Only F5 San Mateo authorized Commission staff are able to reset forgotten passwords.
1. If you have logged on with the default and/or you would like to change your password, simply click on the **Settings** button to access the CHANGE PASSWORD feature.





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2. Complete all of **CHANGE PASSWORD** fields:
 - a. Enter your old password (the default password **#12345aA\$***)
 - b. Enter your **New Password** that adheres to the password requirements displayed on the screen.
 - c. Enter your new password a second time in the **Confirm Password** field.
 - d. Then select **OK**.

