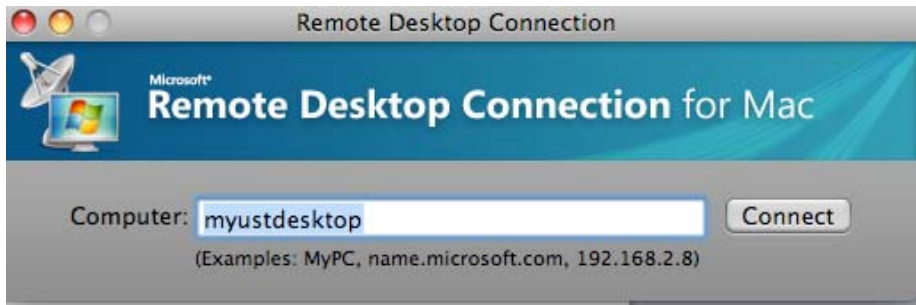


Journal Vouchers from a Mac

Open “Remote Desktop Connection for Mac” from application folder.



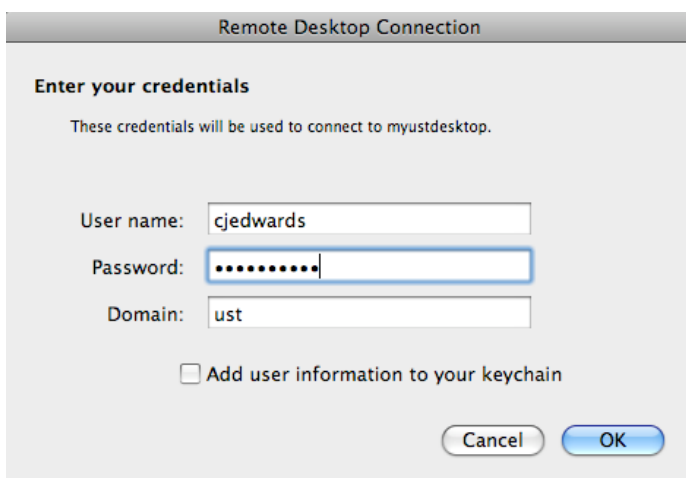
Type in “myustdesktop” (without quotes)

Click on Options

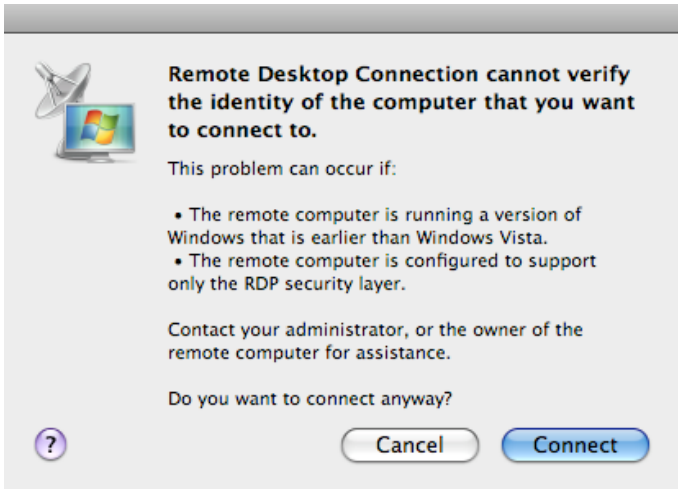
Click the Display tab

Choose the size of your remote desktop: 1024 X 768

Click Connect



Type in your UST NetID and password. Ensure the Domain is ust

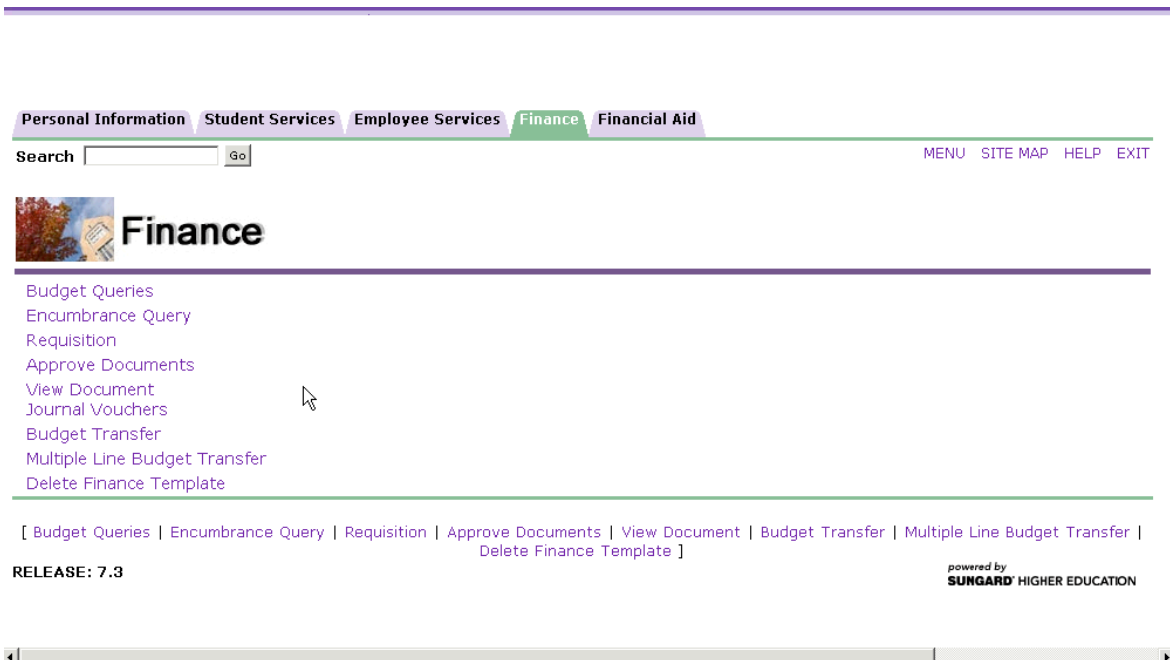


If you get this window click connect.

Open Internet Explorer from the desktop short cut

Go to MURPHY online from the UST home page Tools menu.

Log into MURPHY with your Banner ID and pin number



Select Journal Vouchers from the Finance tab.

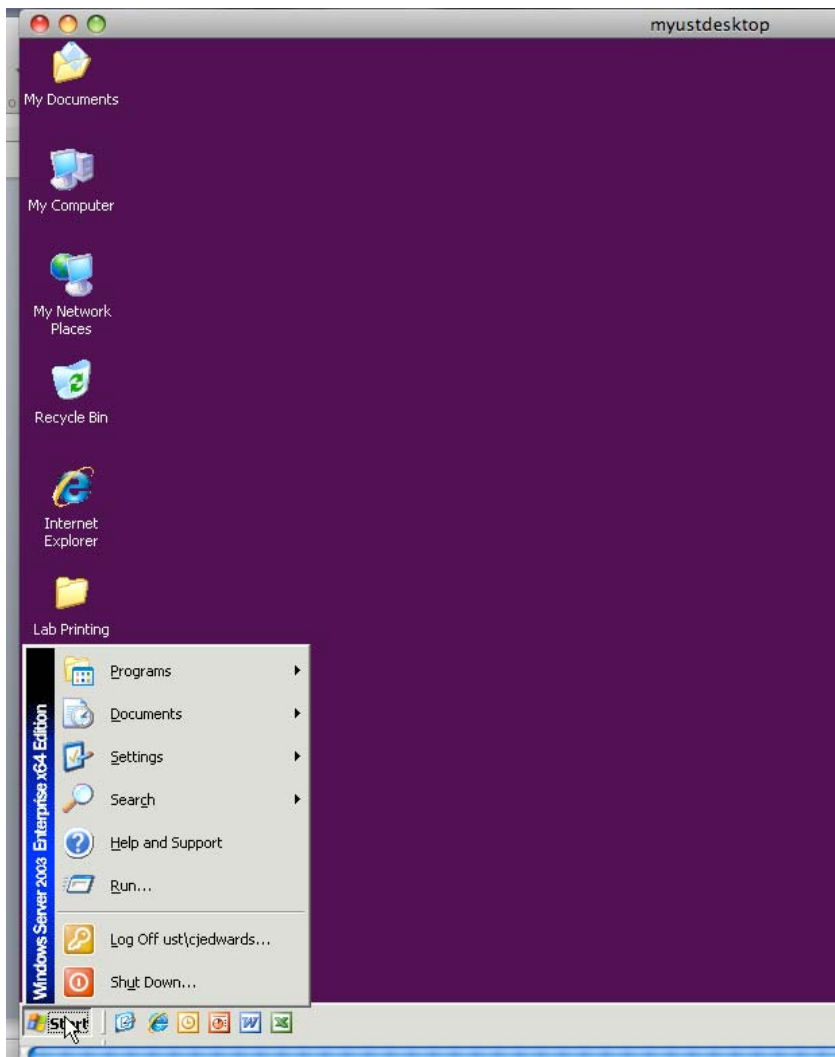
If prompted log in with:

UST\“your username” (without quotes)

“your password”

Click Run

Click Run



When complete, close Internet Explorer and be sure to log out of myustdesktop