

- Go to the PCS login screen
- Highlight the web address.
- Right-click and click "Copy"
- Go to your desktop.
- Right-click on the desktop and scroll over "New".
- Then click on "Shortcut"
- Right-click in the text box and click "Paste"
- Click "Next" and name the shortcut MCS
- Click "Finish"

You will now see an icon on your desktop labeled MCS that when opened will take you directly to the PCS login screen.