



★ Logging into CDU Callista Bubble 19 for the *first time*

Log into VPN first

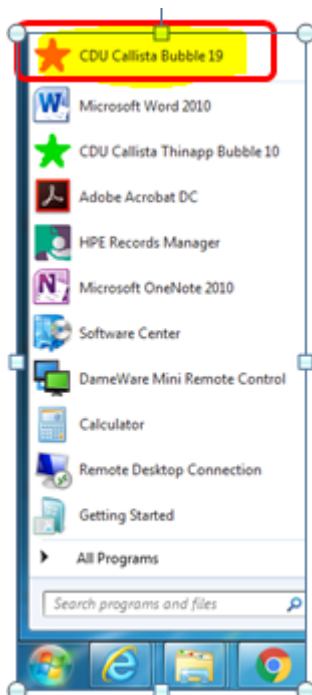
Navigate to your computer's "Start"  button
Click on "All Programs"

Open  CDU Callista Bubble 19

Type in the Search Field
and the icon should appear.

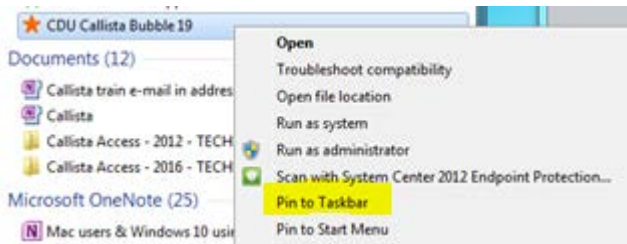
Search programs and files

★ CDU Callista Bubble 19

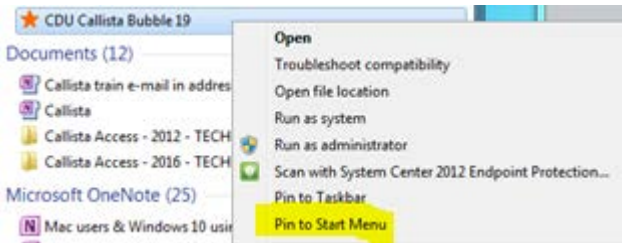


Optional: If you are using Callista regularly, you may wish to pin the application to your Task Bar or Start Menu for ease of use

Pin to Task bar



Pin to Start Menu

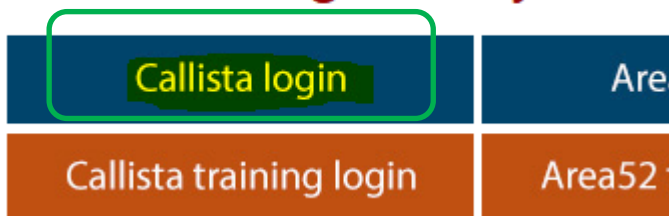


You will see a little pop up in the bottom right corner of your screen while the web browser loads.

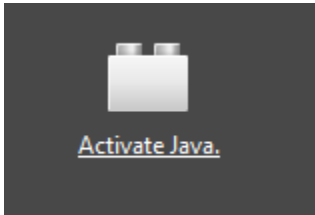


Click on Callista log in

Student management systems



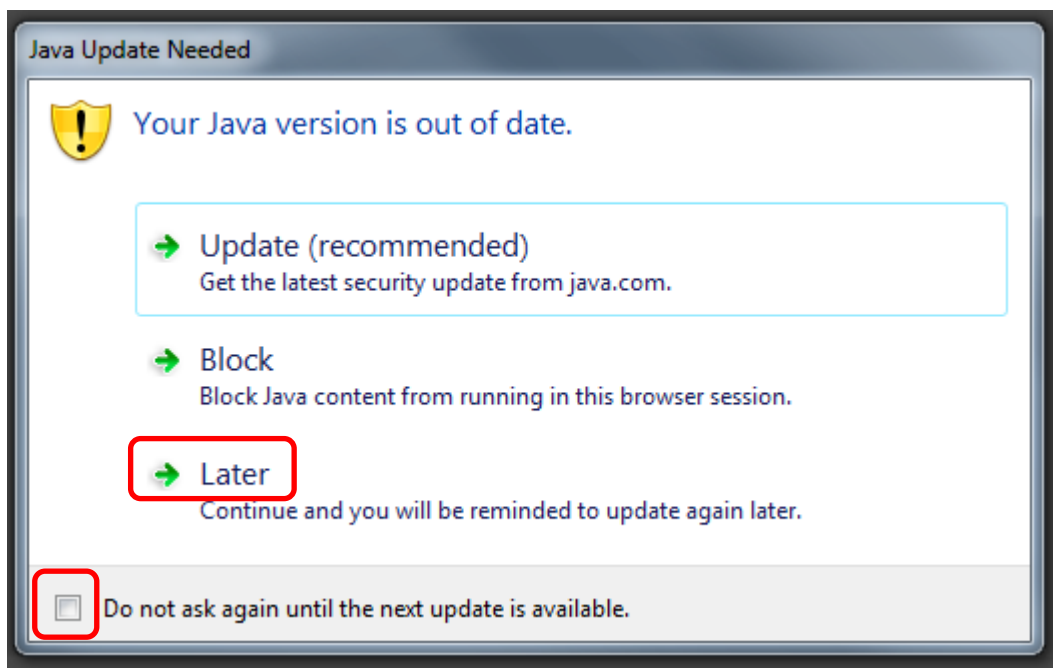
A message may appear to Activate Java:



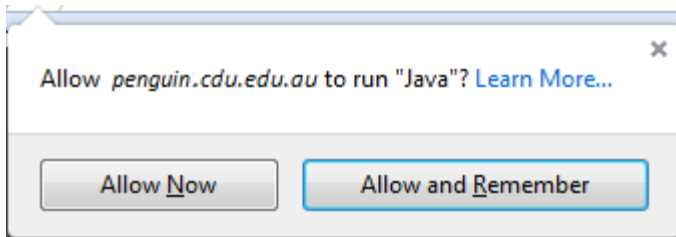
Click the '**Activate Java**' message

This pop-up box will appear **TWICE!**

1. Tick the box
2. Click on 'Later'

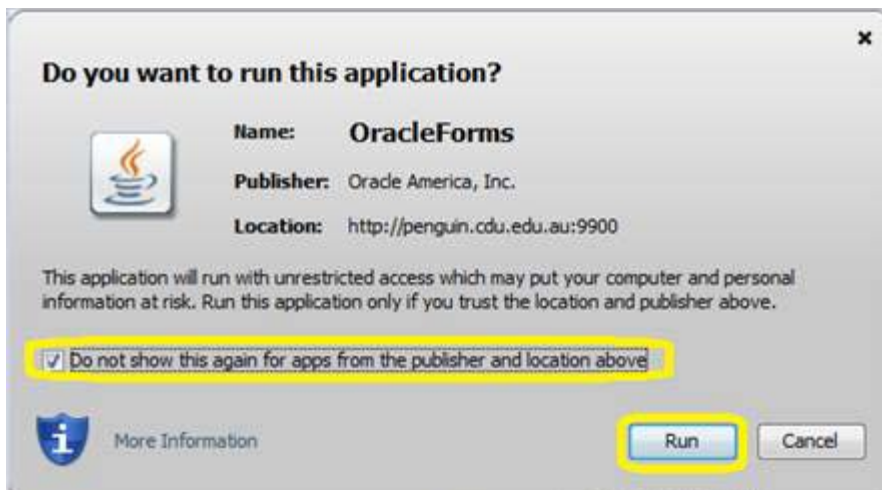


Select **Allow and Remember**



This pop-up box will appear **TWICE!**

1. Tick the box
2. Click on RUN



The pop-up messages may appear twice, if so, repeat the last 2 steps listed above.

Log-in page: enter your Callista login and password details.

A window titled "Callista SMS Logon" with the Callista logo. It contains three input fields: "Username:" (empty), "Password:" (empty), and "Database:" (containing "SPRD"). At the bottom, there are "Connect" and "Cancel" buttons.