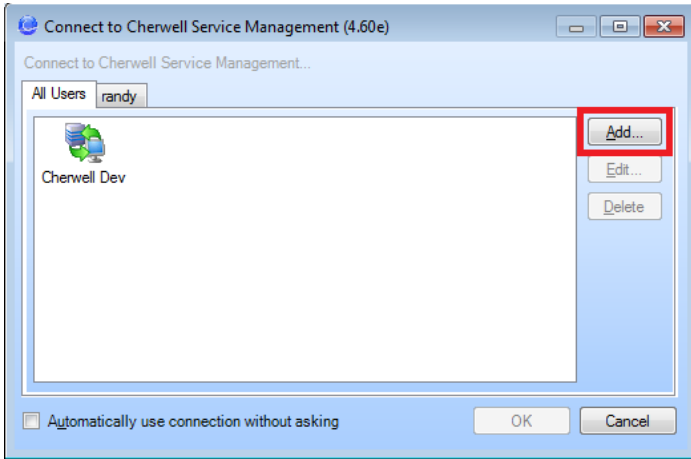
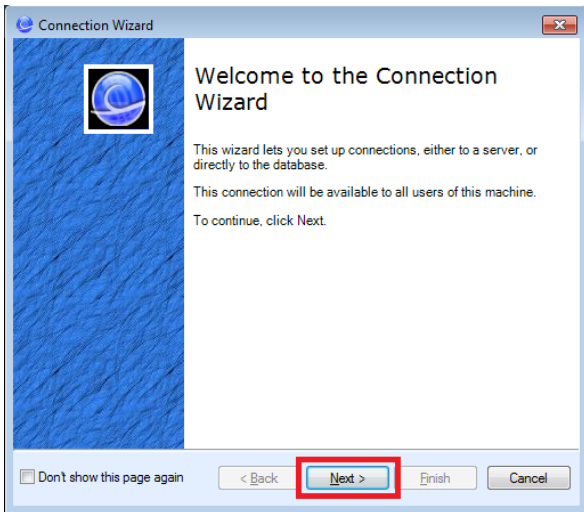


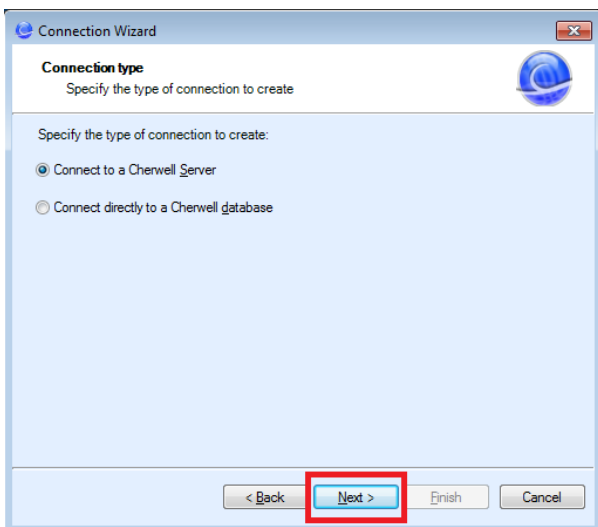
Hold **Shift** when launching Cherwell Application to show **Connections** then click **Add**



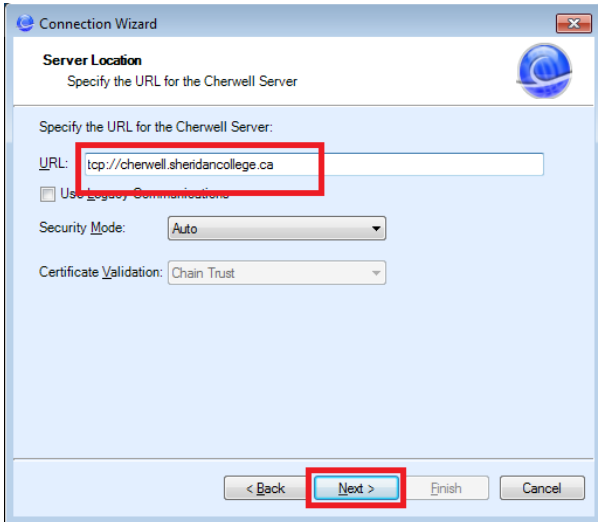
Click **Next**



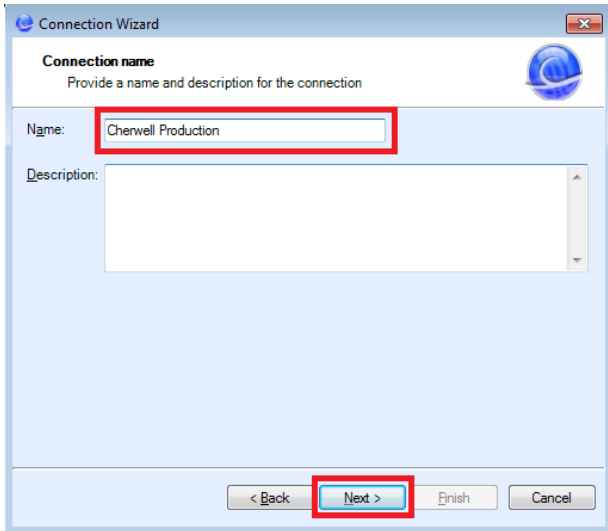
Click **Next**



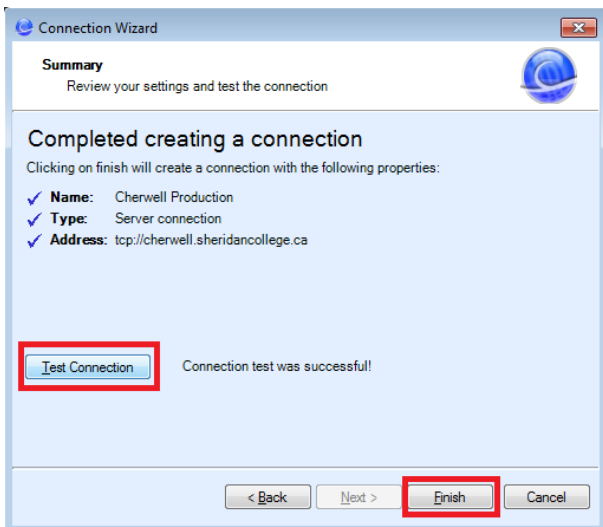
Enter **cherwell.sheridancollege.ca** (production) or **cherwell-dev.sheridancollege.ca** (dev) and click **Next**



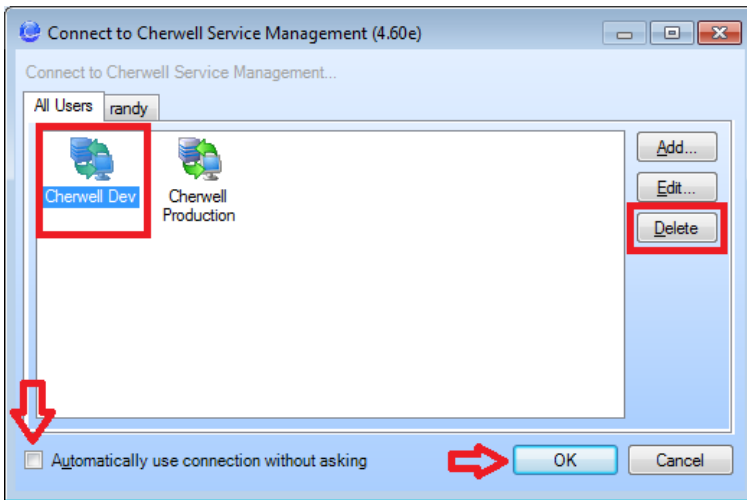
Enter a descriptive **Name** and click **Next**



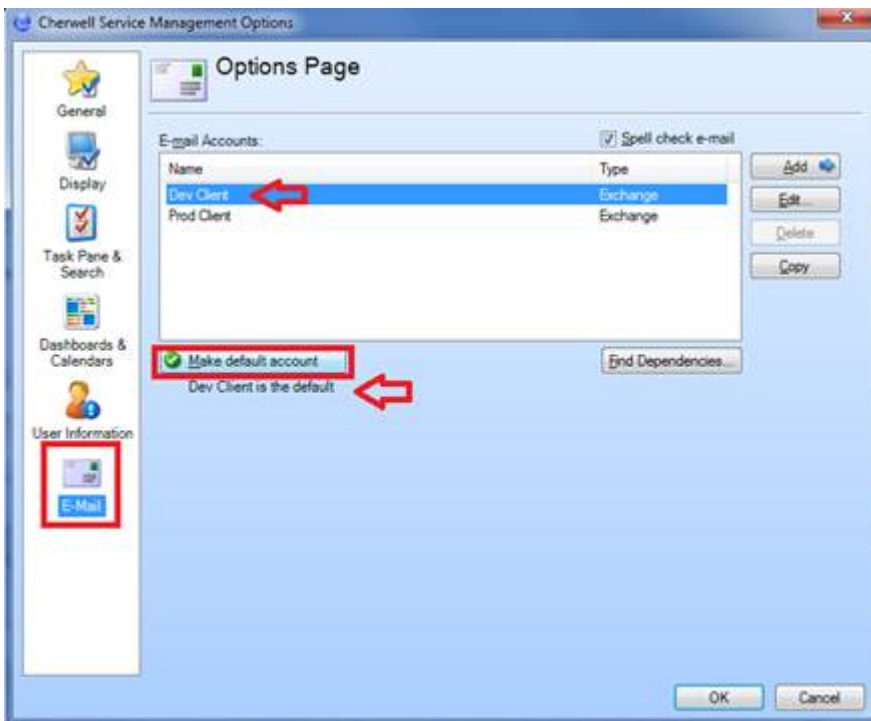
Click **Test Connection** make sure successful then click **Finish**



**Optional:** If only require connection to **Cherwell Production** highlight the connection to **Cherwell Dev**, click **Delete** then check the box **Automatically use connection without asking** then click **OK**.



Once Logged into either instance go to **Tools > Options**  
Click **E-mail** on the left select appropriate **Dev Client** or **Prod Client** then click **Make default account**



**NOTE:** If planning to maintain connection to both **dev and production** click on **Display** otherwise click **OK**  
**Check box Display connection information** and from the drop down select **Connection and database name** then click **OK**

