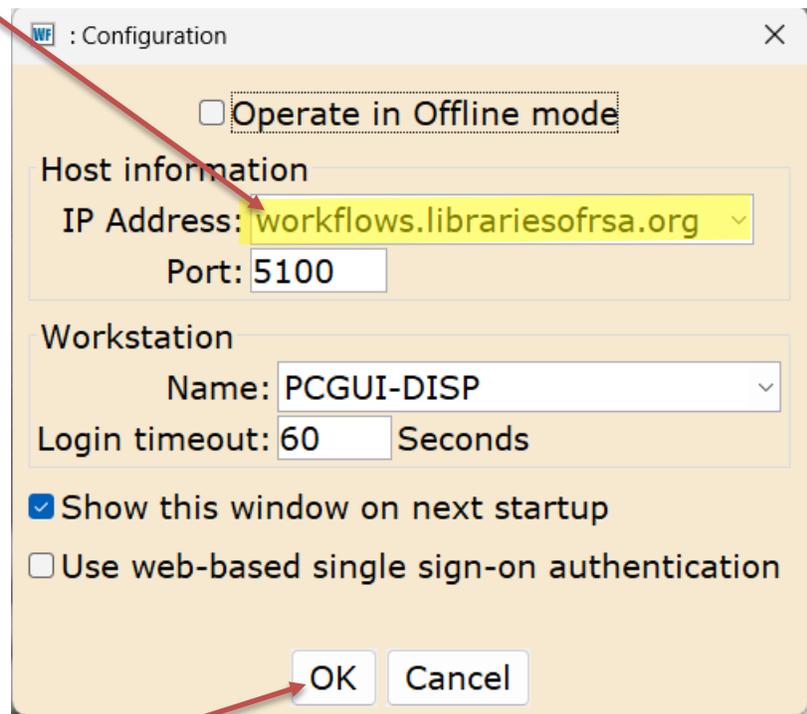


Updating the WorkFlows IP Address Configuration Cheat Sheet

Last updated: February 23, 2026

On launch WorkFlows displays a Configuration dialog box.

In the box marked **IP Address** enter: **workflows.librariesofrsa.org**

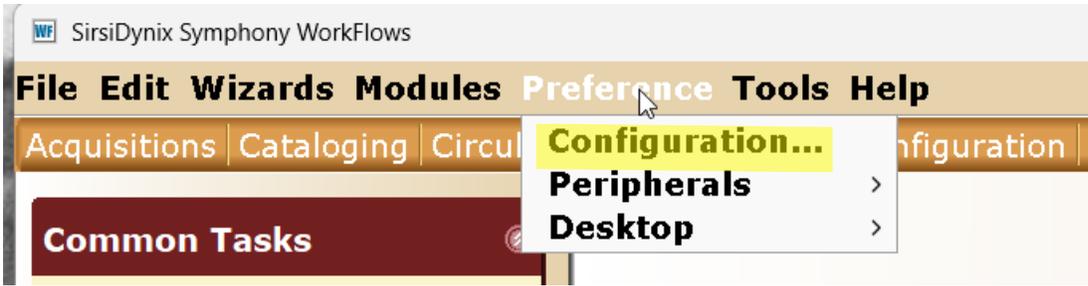


Then Click OK.

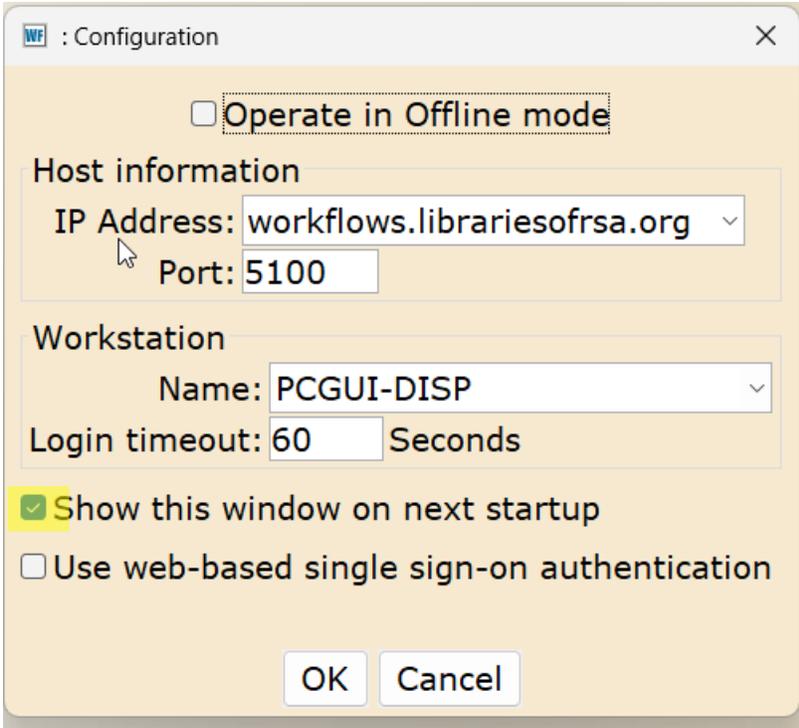
You have now successfully updated the IP settings for WorkFlows.

If you do not see the Configuration Dialog box when you log in to WorkFlows you will not be able to change the IP address until you reenable the option to see it.

When you have logged in to WorkFlows, click on Preference, then Configuration:



Then Check the box “Show this window on next startup”:



The box will then show each time you log in to WorkFlows. Close and reopen WorkFlows and you can update the IP address.

Note: This will not resolve issues with connecting to WorkFlows if your Internet Service Provider (ISP) changes the IP address for your location. If you need to request that we change your IP address in RSA’s firewall, please email the RSA Help Desk at help@librariesofrsa.org or call 866-940-4083.