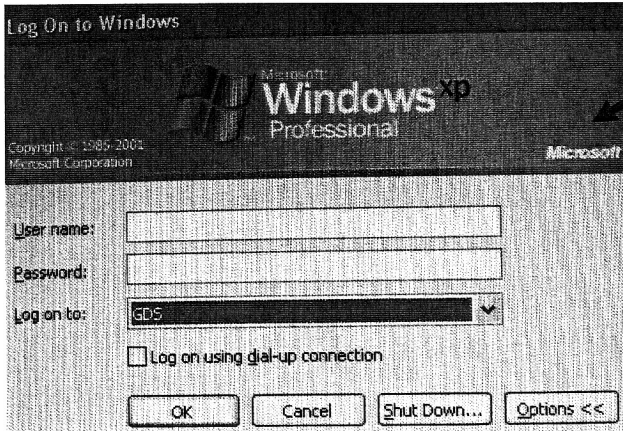
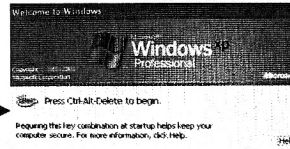


Using the School's Computers

Logging on to the computer

- When you first sit down at any computer, you will need to login.
- As prompted press the Ctrl, Alt and Del buttons at the same time. →

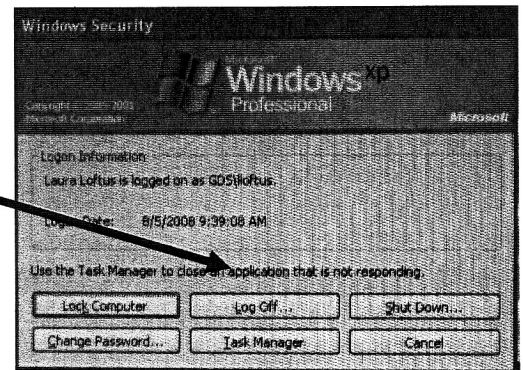


- When the login window appears, type your user name and password.

Your username is your first initial+last name

- After you type your user name and password, click OK. The computer will take a minutes to connect to our network. Then the desktop will be displayed and you are ready to start working.

- When you are finished, save your work (*see next page for saving guidelines*) and be sure to log off the computer. To do so press the Ctrl, Alt and Del buttons at the same time and click the “Log Off” button.



If the computer does not show the login prompt shown here, that means someone else is logged in to the computer. If this happens:

- 1) Ask if anyone in the room/lab is using the computer (they might be at the printer, for example).
- 2) If the previous user has work pulled up, and you can do so easily, it is helpful to save the previous user's work for them. Close out any open documents.
- 3) Log the user off the computer and log in to begin working.

If you use a computer logged in as a different user you will not be able to open documents from or save into your own file storage space.