

WINDOWS NETWORK LOG-ON

To log-on to the Windows Network:

- ✦ When the computer is first turned on, the **Welcome to Windows** dialog box will appear.
- ✦ At this dialog box, press the **Ctrl + Alt + Del** keys all at the same time.
- ✦ The **Log on to Windows** dialog box will appear. At this point, input your **Username**.
 - ✦ Your User Name is the one assigned by the computer, for example **jsmith**.
 - ✦ The username is usually the first initial of your first name and the first seven characters of your last name, if the name is more than seven characters.
 - ✦ If your username does not work with this combination, please ask at the Help Desk.
 - ✦ Be sure to bring your Student ID card with you when asking for information at the Help Desk.
- ✦ Your default password is your **Student ID** number. This can be found on the card handed out at registration, on your registration form, or your Student ID Card.
- ✦ After inputting your username and password, click **OK**.
- ✦ Once this is successfully completed, you will be in the **Windows XP** program.
 - ✦ Once you are in the Windows program, you may open any of the **Office 2007** programs by clicking the **Start** button, pointing to **All Programs**, pointing to **Microsoft Office**, and then clicking on the **program**.
 - ✦ To access any other programs on the computer, click the **Start Menu**, point to **All Programs**, and then select the program to be opened.
- ✦ To access the **Internet** or your **email**, click the **Internet** icon on the **Windows XP** desktop.
- ✦ If you are using a **Windows XP** computer, it is possible to change your password for the **Windows Network**, **My Siena**, and your **Siena Email** accounts all at the same time.
 - ✦ This can be done during any of the time that you are logged on to the network.
 - ✦ This **does not** change the password for the **Library** database or for **eCollege**.
 - ✦ Complete the steps below to change the password for these accounts.
 - ☐ Press the key combination **Ctrl + Alt + Del** all at the same time.
 - ☐ The **Windows Security** dialog box will appear.
 - ☐ Click **Change Password**. This appears at the bottom of the dialog box.
 - ☐ The **Change Password** dialog box will appear.
 - ☐ Click in the **Old Password** box and input the old password.
 - When you first access your account, the password should be your student ID number.
 - If your ID number is only five or fewer characters, it will be preceded by zeros.
 - ☐ Click in the **New Password** box and input the new password.
 - ☐ Click in the **Confirm New Password** box and input the same password that was input into the **New Password** box.
 - ☐ Click **OK** to close the **Change Password** dialog box.
 - ☐ Click **OK** again to close the **Windows Security** dialog box.
 - ☐ At this point all the passwords (Windows Network, My Siena, and Email) should be changed.