

Information Technology

Setting Up your Computer Account

To obtain an account, you must sign and agree to abide by the [User Account Authorization Form](#). Please submit your signed form to the Department of Information Technology, Third Floor, via Interoffice Mail.

You will be contacted with the details of your account once it has been created. Individuals who have forgotten their user account name or password can fill out the same form and write "Renewal" or "Forgotten Account" at the top, and forward the form to the Department of Information Technology.

Once you have obtained an account, please follow the directions below.

Getting Connected:

- If you are using Window 2000 or XP, press **Ctrl+Alt+Delete** to log on or to log off.
- If you are using a thin client (black box) the logon will display automatically
- In the **User ID** box, type your user ID (e.g. **user1234**). User lower case
- Leave the password field blank
- At the "**Log on to**" box select the **OPTNET** domain
- When you first try to login, the system will require you to change your password
 - Leave the old password blank, type in a new password, and then confirm the new password
 - Follow the guidelines on the [Public Access Facilities & Electronic Mail Policy](#) (see [Policies](#)) for selecting a secure password
 - Click [OK]
- If you wish to change your password in the future, press **Ctrl+Alt+Delete**, then select **Change Password** and proceed as above. Be sure to select a password you will remember.

Saving Documents

- All documents should be saving the **H:** drive. This is located on a central server and may be accessed anywhere in the College when you log into a networked computer under your user account

Setting up your folders

- Click on "My Computer" icon (top left)
- Find the H: drive and doubleclick to open it
- **Folder Myfiles** (this should already exist)
 - This folder should be used to store documents and other files prepared using standard applications
 - Places files in the folder using standard drag and drop techniques
 - These files can then be accessed from any networked computer on campus
- **Creating new folders**
 - Click on File/New, select Folder, rename (e.g. temp, public_html)
 - To rename a folder, either type new name in the box after creating it, or right click your mouse and select rename
- Ignore the folder labelled NS40; this is a system folder and need not concern you.

Accessing applications

- **MS Office**
 - When prompted to type in your user name and password for Office Workgroup Features, click okay

PLEASE LOG OUT OF YOUR ACCOUNT WHEN FINISHED

Logging out using Windows 2000 or XP

- Option 1: Press **Ctrl+Alt+Delete**, click on **Shut down**.
 - **"What do you want the computer to do?"** Select **"logoff user1234"**. Click **[OK]**.
 - This will permit another user to log on under their user name without having to totally reboot the computer

Option 2: Click on **Start**, then **Shut down**, then follow the same instructions as above.