

## Getting Started on the Alverno Network: Using a Windows XP Computer in the Computer Center

Your Alverno user name and password are your key to the campus computers. You need to log on to the network anytime you want to use an application or retrieve course work that is on the network. In addition, you need to log on to print, to access the Internet and your email, and to save files to your own “home” folder. These directions for logging on are for PC computers. Directions for logging on to the network on a Macintosh computer are available in the Computer Center or at [http://depts.alverno.edu/techserv/students/account\\_pass/maclogin.pdf](http://depts.alverno.edu/techserv/students/account_pass/maclogin.pdf).

If you have questions about your network account, come to the Help Desk in the Computer Center open access lab, TL109B.

Your network user name consists of the first six letters of your last name, the first letter of your first name, and the first letter of your middle name.

A sample user name for Susan B. Anthony would be **anthonsb**

### Logging “ON” to the Alverno network in Windows XP

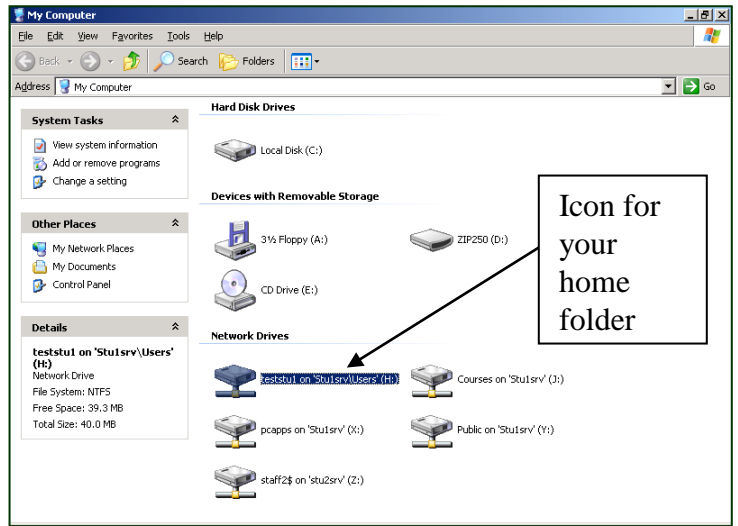
1. Press **Ctrl + Alt + Delete** to display the logon window if it’s not already showing;
2. **Type in your User Name;**
3. **Type in your password;**
4. Be sure that “**Alverno**” appears in the “**Log On to**” box;
5. Click **OK** or press **Enter**
6. You will be prompted to change your password. Click **OK**.
7. Select a new password that is at least six, and no more than twelve, characters long (see the *Password Pointers* below). **The password is case-sensitive**, so notice if you use the **SHIFT** key, or if the **Caps Lock** key is on.
8. Type in the new password twice. Pick a password you’ll remember.
9. Click **OK**.
10. You will be prompted that your password has been successfully changed. Click **OK**. You are now logged on to the network.

### Password Pointers

- Passwords must be at least six, and no more than eight characters long.
- Passwords are case-sensitive.
- You may not reuse your last three passwords.
- You will be required to reset your password every 180 days.
- Do not use obvious passwords like your user name.
- Choose a password you will remember.
- Do not write your name and password on paper left in a visible location.

## H: Drive or Home Folder

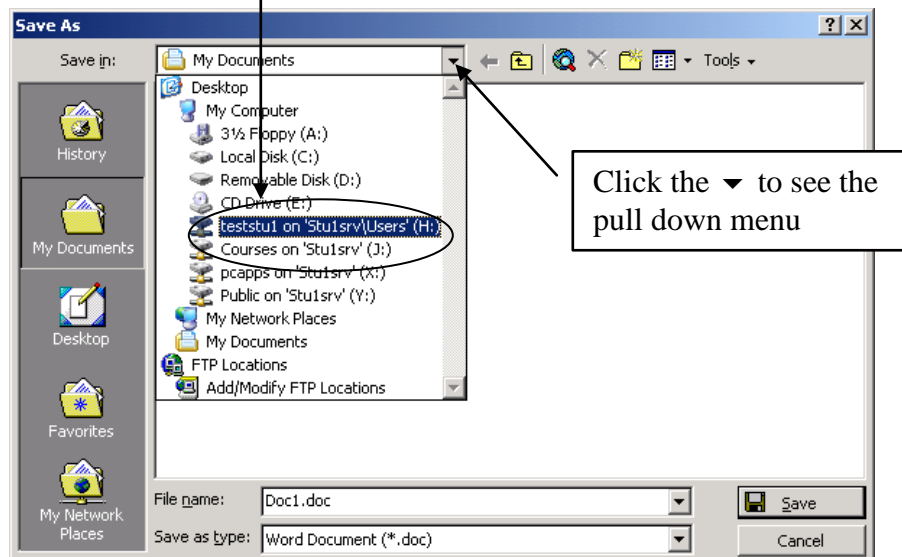
Once you are logged on to the network, you will have access to several additional network drives. The H: drive is important because this drive contains your “home” folder for your personal files. Only you have access to it. When you save a file to your home folder on the H: drive, it will be safely located on another computer in the network known as the server. You have a small amount of space (about 85 Mb) on this server for your personal files. Files in your home folder are available to you on any campus computer when you log on to the network. Double-click the My Computer icon on the desktop and then look for your user name in the list of available network drives. Double-click the drive icon next to your name. This will open your home folder.



## Finding your Home Folder

To open or save a file to your home folder:

1. From the File menu, choose Open or Save As
2. In the Open or Save in: box, click the ▼ for the pull down menu
3. Click your user name (H: drive); your home folder will appear in the Save in: box.
4. Select the file you want to open or enter a file name to save

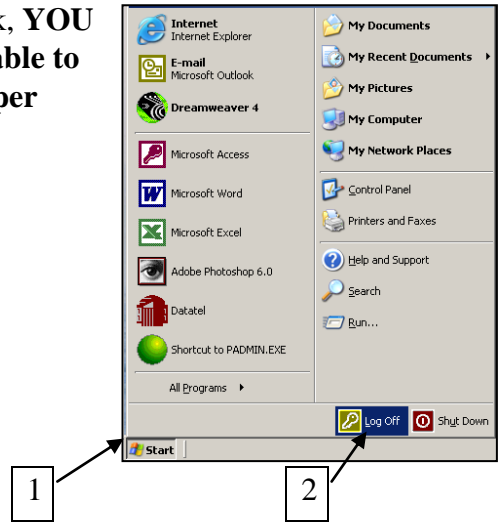
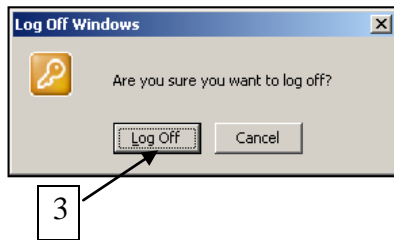


## Logging off the Network

When you are finished using a computer on the Alverno network, **YOU MUST LOG OFF**. If you do not log off, other users will be able to access your email, use your account inappropriately, or tamper with your personal files in your home folder.

To log off:

1. Click the START button
2. Click Log Off
3. Click the Log Off button to confirm.



When the “Press Ctrl+Alt+Delete to begin” screen appears, you are logged off the network.