



Logging on to Windows

User Guide (v1.0 – February 2008)

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Introduction

This guide will show you how to log on to District computers.

Turning on

Make sure the computer and the monitor are turned on. Power switches are on the front of the units, usually marked with a **I/O** or **Ⓞ** symbol. If the computer seems to be running (lights, fan noise) then press a key or move the mouse to bring it out of **Stand by**.

Logging on

1) Once the computer is ready for you to log on you will see this log on prompt.

2) Enter your first name dot last name in the **User name:** box. For example John Smith would use John.Smith

3) Enter your password in the **Password:** box. If you don't know or have forgotten your password ask your Tech to reset it.

4) Make sure SD6 is selected in the **Log on to:** box. If you can't see the **Log on to:** box then click on **Options <<**

5) Click on **OK** or press Enter on the keyboard.

