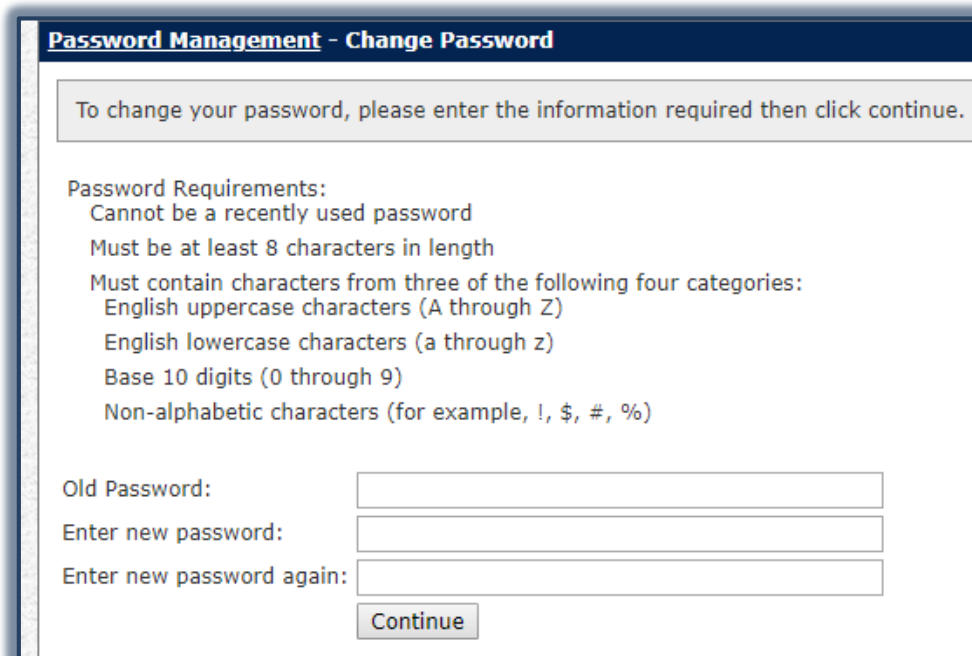


Log into Windows 10 and On to Network

In order to have access to the functions and files on Windows 10 and the Local Area Network (LAN) it is necessary to have a User Name, Password, and Domain Name. In a client-server network, such as the one at Siena Heights University, you will be asked for your User Name and Password. The Domain Name has already been inserted into the Log-on dialog box. The password defaults to the student, staff, or faculty ID Number. To Log-into Windows 10 and on to a Network, complete the following steps:

- † Turn on the computer, the monitor, and any other peripheral devices, such as the printer.
- † Click somewhere in the **Window** that displays.
- † The **Log on to Windows** screen will display.
- † At this point, input your **Username**.
- † The User Name was assigned at the time that you enrolled or started your employment at Siena.
 - ✦ In most cases, the username consists of the first letter of your first name and the first seven characters of your last name.
 - ✦ Occasionally, the username may contain a number at the end, such as rsmith2 or chender2.
- † The default password is your ID number.
 - ✦ You will be asked to change your password.
 - ✦ Passwords for the Windows Network must be changed every 90 days by faculty and every 120 days for students.
 - ✦ You must follow the criteria in the **Password Management - Change Password** window when changing your password.



The screenshot shows a dialog box titled "Password Management - Change Password". Inside the dialog, there is a message: "To change your password, please enter the information required then click continue." Below this message, the "Password Requirements:" section lists the following criteria:

- Cannot be a recently used password
- Must be at least 8 characters in length
- Must contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)

At the bottom of the dialog, there are three input fields:

- Old Password: [text box]
- Enter new password: [text box]
- Enter new password again: [text box]

A "Continue" button is located at the bottom right of the dialog.

- † After inputting the username and password, press the **Enter** key on the keyboard.
- † Once this is successfully completed, **Windows 10** will be launched.
- † For information on accessing programs in Windows 10, see the document on Starting Programs.

NOTE: Call the **IT Services Help Desk (517-264-7655)** for assistance if you have trouble logging into Windows 10 or the Siena Network.