Log Into Windows 7 and On to Network

In order to have access to the functions and files on Windows 7 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 7 and on to a Network, complete the following steps:

✔ Turn on the computer, the monitor, and any other peripheral devices, such as the printer.
✔ When the computer is first turned on, the Welcome to Windows screen will appear.
✔ At this screen, press the Ctrl + Alt + Del keys all at the same time.
✔ 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 may be asked to change your password.
  ✔ Passwords for the Windows Network must be changed every 120 days
✔ After inputting the username and password, click the arrow at the end of the Password box or press the Enter key on the keyboard.
✔ Once this is successfully completed, the Windows 7 program will be launched.
✔ Icons for Microsoft Word, PowerPoint and Excel will display on the Taskbar.
✔ For information on accessing programs in Windows 7, see the document on Starting Programs.