

## Log Into Windows 7 and On to Network

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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.