

## WINDOWS LOG-ON

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- † 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 appear. At this point, input your **Username**.
  - ✦ Your **User Name** is the one assigned by **Information Technology**, for example **jsmith**.
  - ✦ The username is usually the first initial of your first name and the first seven characters of your last name, if the name is more than seven characters.
  - ✦ If your username does not work with this combination, please ask at the **Assistance Center** (517-264-7655) in the **Computer Center** on the **third floor** of **Dominican Hall**.
  - ✦ Be sure to bring your **Student ID** card or other picture ID with you when asking for information at the **Assistance Center**.
- † Your default password is your **Student ID** number. This can be found on the card handed out at registration, on your registration form, or your **Student ID Card**.
- † After inputting your **User Name** and **Password**, click **OK**.
- † Once this is successfully completed, you will be in the **Windows 7** program.
- † Once you are logged into **Windows 7**, you may open any of the **Office 2013** programs by doing one of the following:
  - ✦ Clicking the **Start** button, clicking **All Programs**, clicking **Microsoft Office 2013**, and then clicking on the **program name**.
  - ✦ Clicking the icon on the **Task Bar** for **Word**, **PowerPoint**, or **Excel**.
  - ✦ Clicking the **Start** button, inputting the **Program Name** into the **Search** box, and then clicking the **Program Name**.
- † To access any other programs on the computer, do one of the following:
  - ✦ Click the **Start** button, click **All Programs**, and then click on the **Program Name**.
  - ✦ Click the **Start** button, input the **Program Name** into the **Search** box, and then click the **Program Name**.
- † To access the **Internet**, click the **Internet** icon on the **Task Bar**.
- † When using a **Windows 7** computer, it is possible to change your password for the **Windows Network**, **My Siena**, and your **Siena Email** accounts all at the same time.
  - ✦ This can be done during any of the time that you are logged on to the network.
  - ✦ Complete the steps below to change the password for these accounts.
    - ▣ Press the key combination **Ctrl + Alt + Del** all at the same time.
    - ▣ The **Windows Security** window will display.
    - ▣ Click the **Change a Password** link.
    - ▣ The **Change Password** window will display.
    - ▣ Click in the **Old Password** box and input the old password (your Student ID number or the password that you created earlier).
    - ▣ Click in the **New Password** box and input the new password.
    - ▣ Click in the **Confirm New Password** box and input the same password that was input into the **New Password** box.
    - ▣ Click the arrow to the right of the **Confirm New Password** box to change the password.
    - ▣ Click **OK** again to close the **Windows Security** dialog box.
    - ▣ At this point all the passwords (Windows Network, My Siena, and Email) should be changed.