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.