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## Logging in: Windows computers and GroupWise email

For an orientation to your CCSF computer accounts and GroupWise email, go to <http://www.ccsf.edu/techdocs>

### Login/UserID: GroupWise (Windows and Mac) and Windows network computers/

- First letter of your first name + up to the first seven letters of your last name
- Common names may have to use middle initial or another workaround.

### Your two passwords

1. The password to log into your CCSF Windows computer and the CCSF network
2. Your GroupWise password

The two passwords are not linked! When you change your computer/network password, your GroupWise password remains unchanged. And vice-versa.

Remember *both* your computer/network and GroupWise passwords!

If you have to reset a forgotten password:

Computer/network: Help desk: 239-3711      GroupWise: Anne Morris: 239-3371

### First time passwords (both Windows network and GroupWise)

- Your birth date as recorded in the banner system in the form mmddyyyy.

In other words, enter 2 digits for month, 2 digits for day, 4 digits for year.

For example, a birth date of January 9, 1973 produces the password 01091973

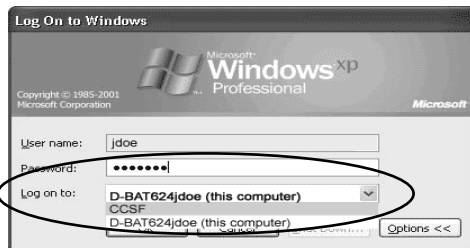
Note the zeroes added to make up two digits for month and day:

mm	dd	yyyy
01	09	1973

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## Logging onto your Windows computer and to the CCSF Network

- Your CCSF Windows computer displays a Welcome screen when you turn it on or after logging off. The Welcome screen asks you to press *Control-Alt-Delete*.
- The keys Ctrl-Alt-Del or Delete are all at the bottom of the keyboard. Hold down Ctrl and Alt, and tap (don't hold down) Delete. The Log On to Windows screen appears.



- When logging into your computer, make sure that the *Log on to:* box displays *CCSF*, not (*this computer*).
- To see the Log on to: box, you may have to click the Options button.
- Click the down-arrow to the right of the Log on to box to change to CCSF if you have to.

### Changing your computer/network password

- When logging into your computer for the first time, a window pops up that forces you to enter a new password immediately. Rules: At least 8 characters, no spaces or special characters, and at least 1 number and 2 letters. It's also case sensitive.
- Remember your new password—use it until the system forces you to change it.
- To change your computer password any other time: Log on. Then press Ctrl-Alt-Del. A window with many buttons appears. Click the lower left *Change Password* button.

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## Logging into GroupWise

You can use the Web/Internet interface to get into your CCSF GroupWise email on any computer (Mac or PC) with an Internet connection. If you have a Windows computer on the campus network you can **also** use the Windows GroupWise program (represented by a globe icon on your desktop and on the start menu).

- For GroupWise, your UserID is the same as your Login for your computer: Usually, the first letter of your first name + up to the first seven letters of your last name
- Your password is your birthdate in the form mmddyyyy. So, a birth date of January 9, 1973 produces the password 01091973

Your GroupWise password doesn't change automatically. This is different from your Windows Computer/Network password which you are immediately forced to change.

### Logging into the GroupWise email Web interface (Mac or Windows)

Use on either Mac or Windows computers on campus and to connect from outside CCSF.

1. Open Internet Explorer, Firefox or Safari: click its icon on your desktop, Start Menu, Quick Launch toolbar or Dock.
2. In the Address box under the menu bar, type *gww.ccsf.edu*
3. Click to choose either server 1 or server 2.
4. The login screen appears.  
Enter your Login name (in the Username box) and password. Click Login.

### To change your GroupWise password on the Web



- Click the *Options* icon, top center of the main GroupWise page.
- Follow the onscreen prompts to enter your old and new passwords; then click *Save*.
- Follow the same password rules as for the computer password at the top of the page (it's good policy—but you don't have to).

### Logging in to the GroupWise Windows program

This program is available only on Faculty/Staff Windows computers on any networked CCSF campus. From anywhere else use the Web version of GroupWise.



GroupWise

1. Click the GroupWise globe icon on your desktop, Start Menu, or Quick Launch toolbar.
2. Enter your login/UserID and password in the popup login window.

### To change your GroupWise password in the GroupWise Windows program

1. On the menu bar, click *Tools* → *Options* → *Security*.  
Click the *Password* tab to bring it forward.
2. Enter your old password as prompted. When you press Enter, the boxes for your new password become available.
3. Enter your new password twice. Follow the same rules as for the computer password (it's good policy—but you don't actually have to).