

Windows Intranet Log on/Log off Procedure

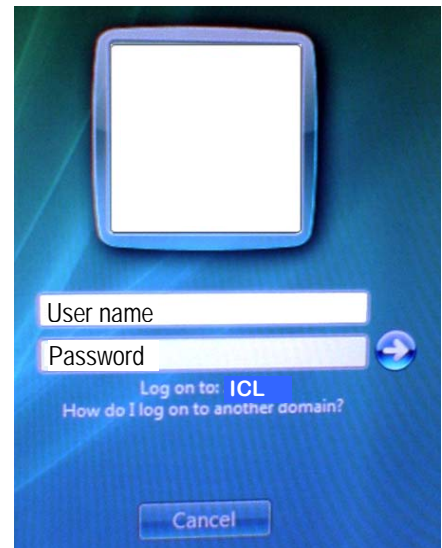
You must be registered in a CNIT or CS course authorized by interdepartmental agreement in order to use the Windows Intranet in the ACRC. Your Windows account is created a day or two *after* your HP UNIX hills server account — which is created approximately four days *after you officially* register in the class. If you did not pre-register for the class, it is imperative that you officially add the class as soon as possible because it might take up to a week for your individual ACRC login to be set up.


Follow the log on procedure illustrated in steps 1-9; if you are still unable to access your Windows Intranet account, please refer to the discussion of error messages on pages 3-4 to determine the problem.

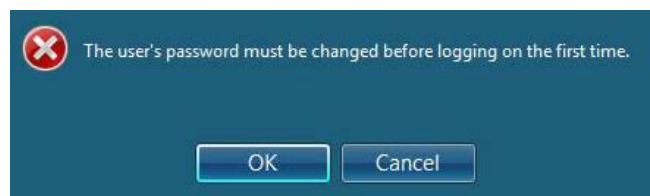
1. If the screen is dark, the screensaver is probably on. Move the mouse or strike the *ALT* key four times to activate the screen.
2. Direction to begin the log on procedure appears: *CTRL + ALT + DEL* (Control-Alternate-Delete). Press the three keys concurrently to proceed.



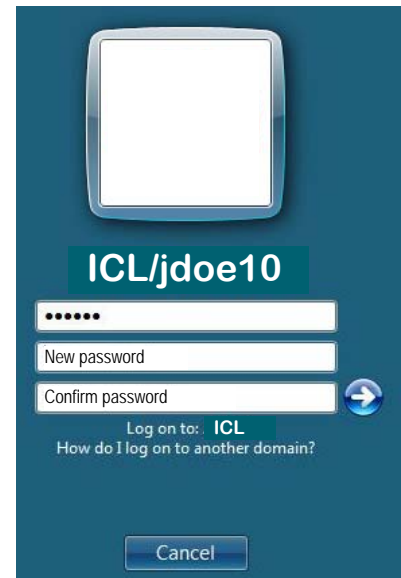
3. Read the *WARNING!!!* message. Click the *OK* button only if you understand the agreement and consent to it. Login cannot proceed without legal agreement.
4. Two boxes for data entry appear. The *User name* and *Password* labels indicate the login data required for entry in each box.
5. The Windows logon name is the same as your CCSF Gmail name if you have not opted out of the CCSF Gmail system.* Windows is case sensitive so use lowercase letters.




- The formation of the Windows Intranet *User name* is explained in the ACRC handout *What's my mail.ccsf.edu login name?* Your instructor might have your login name on his/her class list or you can find it yourself in the *Personal Information* section of your WebSTARS account.
 - * As of January 2011, if you have requested not to have a CCSF Gmail account, then your logon is formatted differently. It is: the first letter of your first name, followed by the first four letters of your last name (fewer if your name is shorter), followed by three assigned digits. (This logon is emailed to your instructor.)
 - The initial Windows account *Password* is the first three letters of the month of your birth, followed by two digits representing the day of the month you were born, followed by two digits representing the year of your birth. The characters you type in the *Password* box are masked for better security. Please refer to the *HP Unix #1: Logging in and Logging Out* handout for an example.
6. Strike the *ENTER* key or click on the *Right Arrow* button . While your profile loads, the *Welcome* screen displays with the spiraling *work in progress* icon. After a minute, the desktop appears *if you have logged in before and have already changed your Windows password*.
 7. If this is your **first logon this semester to your Windows account**, you are required to change your password. Strike the *ENTER* key to continue or click the *OK* button.



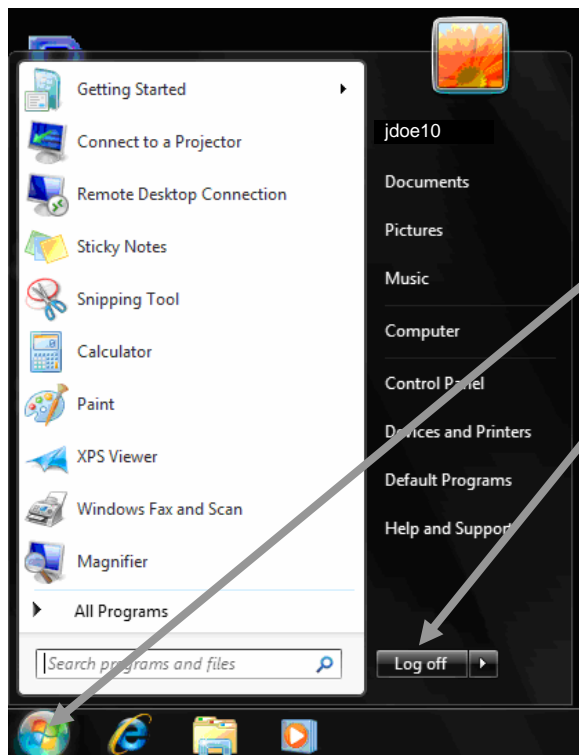
8. The screen image shown on the right appears. Note that your user name appears above a box with a masked entry. The password you just used to log on to your account is masked here.



- The rules for Windows Intranet passwords are the same as those for HP UNIX passwords:
 - 6 to 10 characters in length
 - at least 2 characters must be letters
 - at least 1 character must be a number
 - **DON'T USE:** a blank space or * ? / \ !
- Enter what you want your new password to be in the box where *New password* is written. The letters of the words *New password* will disappear when you begin typing. Strike the *TAB* key to move the cursor to the box where *Confirm password* is written, or click the mouse to move there. Re-enter your new password in this box. Once again, the letters of *Confirm password* will vanish when you begin typing. (Please note that your new password is protected by a mask for security purposes.) Strike the *ENTER* key or click the mouse on the *Right Arrow*  button after you've typed your new password in each of the boxes.

- If the two entries of your new password match, a message displays to confirm the successful change of your password. If the two entries don't match, an error message displays and you are given another chance to type the new password again in both text boxes. Please refer to *Reasons for Password Change Failure* for more assistance.) Strike *ENTER* or click *OK* and repeat step 8.

NOTE: If you need to repeat step 8, you will have to enter your current (unchanged) password in the box where *Password* is written. Failure to successfully change your initial password results in login failure. Please refer to *Reasons for Windows Login Failure* for more assistance.



9. You may proceed with assignments now. When you are ready to leave, **LOG OFF** your Windows account. (Accounts found logged on and unattended will be disabled. Please refer to item 4 on page 4.)

- Click the mouse cursor on the *START* button. (It's a circular icon with the Windows logo located in the lower left corner of the screen.)
- When the *START* menu appears, find the rectangular *Log off* button in the lower right portion of the menu and click on it.
- A brief message displays indicating open folders being closed; your desktop will close unless you have failed to save changes in a file still open.
- Be certain that your desktop has closed and that the computer is ready for another user log on before leaving the station.

Reasons for Windows Log on Failure

1. If you are unable to successfully change your password the first time you attempt log on to your Windows account, log on will fail. Please review *Reasons for Password Change Failure*.

2. The password is incorrect, or the user name is incorrect.

- Refer to item #5 on page 1 for *User name* and *Password* entry guidelines.
- Make sure you are using the correct user name and entering it in *lowercase*.
- If you forget your Windows password, a Faculty Monitor or an ISA can reset it anytime the lab is open. CCSF and photo identifications are required.



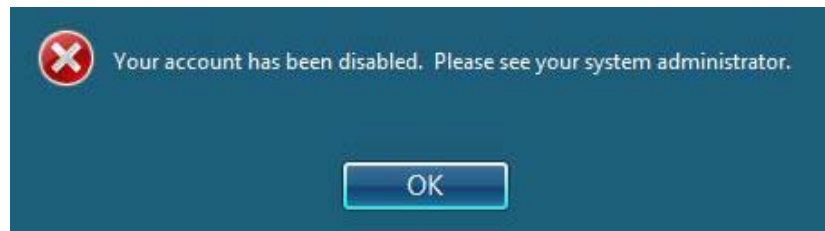
3. Your Windows account has not yet been created.

If you pre-registered for a CNIT or CS class, your account is accessible when classes begin.

If you are adding the class, it might take 4-5 working days *after your official add* before your Windows account is ready for use.

If you have not yet added the class, do so as soon as possible. If you pre-registered, make sure your class list is correct.

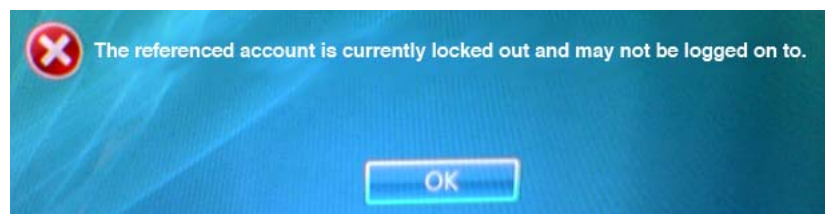
4. If you fail to log off your Windows Intranet account, the account is disabled to prevent unauthorized users from compromising the network. If your Windows account has been disabled, the error message on the right is displayed.



If your account has been disabled, it may be enabled after administrative staff is assured of your taking greater care with logging out.

5. Too many unsuccessful attempts to log on to your Windows account will lock out your account.

This is a security measure Windows employs to protect your account.



The account will remain inaccessible for a short time unless administrative staff is asked to assist. CCSF and photo identifications are required to reset passwords.


The Optional Password Change

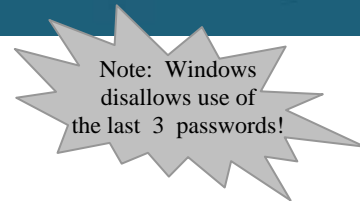
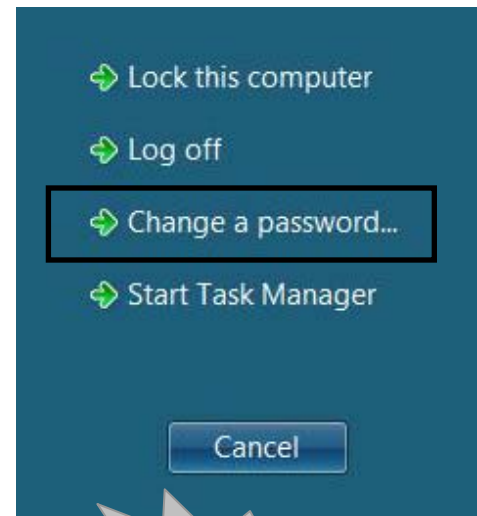
You may change your password at any time.

(However, only one password change per day is allowed without administrative staff assistance.)

1. You must be logged in to your account to change your password.

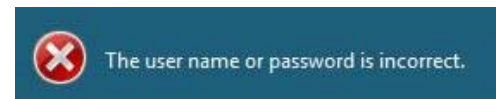
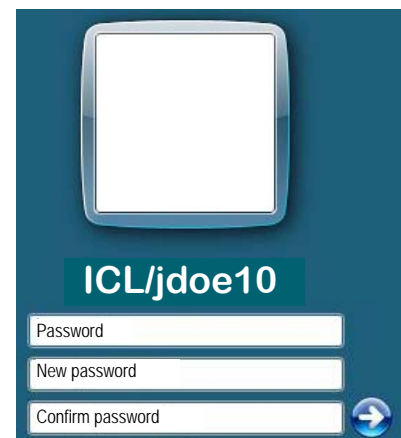
From the desktop, press the *CTRL-ALT-DELETE* keys concurrently.

2. Arrow down to the *Change a password* selection or click the mouse on it.
3. For your protection, Windows requires you to enter your current password in the *Old password* box.
4. Enter the new password in the *New password* box.
5. *TAB* to the *Confirm password* box or click the mouse in the box.
6. Enter the new password again in the *Confirm password* box.
7. Strike the *ENTER* key or click the *Right Arrow*  button.



Reasons for Password Change Failure

1. The two password entries don't match. Click the *OK* button at the bottom of the screen to try again.
 - An initial password change failure requires re-entry of the current password. Type the current password in the *Password* box. Then use the *TAB* key or the mouse to move to the *New password* box. Do not use the *ENTER* key.
 - Retype the new password in each of the other boxes provided. Remember that Windows is case sensitive, so if you have used uppercase letters in one entry, the same letters must be entered in uppercase in the other entry.
 - Use the *TAB* key or the mouse to move to the next text box. Do not use the *ENTER* key.
2. The current password entered (sometimes called the *Old password*) is not correct.
 - The current password must be typed in the *Password* box.
3. The new password does not comply with the rules of password formation.



- Refer to the rules for new passwords in step 8 on page 2 and in the *Note* below the image in *The Optional Password Change* above.