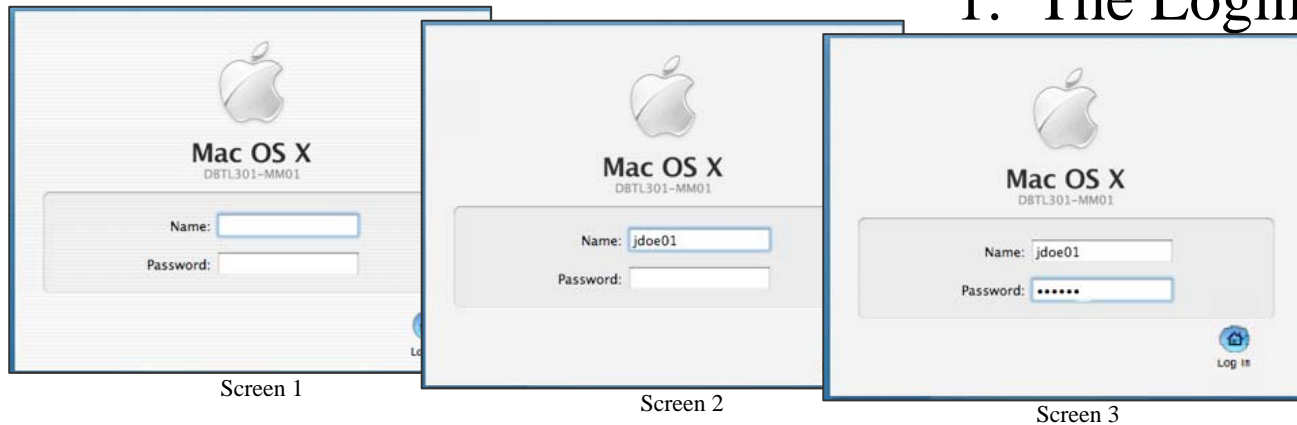


Macintosh: Getting Started

Snow Leopard Update, Spring 2011

1. The Login



The Macintosh OS X login screen with the Apple logo requires entries for the user's *Name* and *Password*.

- Screen 1:

Click the mouse in the white *Name* box and enter your login name (in lowercase letters).

Your **Login Name** is your CCSF Gmail name. *

Your instructor can provide your login name if s/he requested it with the class list.

Or, you can log in to your WebSTARS account and find it there under *Personal Information*.

Find a more detailed explanation with examples in the ACRC handout *What's my mail.ccsf.edu login name?*

- * As of January, 2011, if you have opted out of CCSF Gmail, your **Login Name** is formatted as:

the first letter of your first name, followed by
the first four (4) letters of your last name (or fewer if your name is shorter), followed by
three (3) digits (assigned for your use).

This special login name is emailed to your instructor.

- Screen 2:

Click the mouse in the *Password* box and enter your password. (Display is masked.)

Your **Initial Password** is based on your birth date. It is:

the first three (3) letters of your birth month, followed by
two (2) numbers for the day of your birth, followed by
two (2) numbers for the year of your birth.

- Screen 3:

Mouse-click the **Log In** logo  in the lower righthand corner of the screen.

Anytime your login fails, the screen image will vigorously shake left and right and you must try again.

However, on your *first* login to this account, the image will shake to remind you that your password must be changed before you have access to your home folder and Desktop. The image on the screen will expand to accommodate the *Password Change* window, shown in Section 2 on the back page.

When you log in, synchronization copies your account and your home directory from the server to the local station. As you work, changes are made to the copies at the local station. When you log out *correctly*, all the changes you made to your account and your home directory are uploaded from the local station to the server. Failure to log off correctly abandons the files you created and changed at the local station. Logoff failure occurs when the work saved at the local station requires more space than the storage allowable in your home folder. The logoff process takes more time as the files in your account grow larger. Do not leave the station until the logoff process has terminated. And don't try to reboot the station. If the files you're saving can't fit in your account space, a screen message displays the names of the files left remaining at the local station.

2. The Required Password Change



On your *first* successful login, Macintosh OS X will require you to change your password.

Conventions for Macintosh passwords:

- may have as few as 6 characters
- cannot begin with a numeral
- must include at least two letters
- must include at least one numeral
- must not include blank spaces
- must not include special characters
- do not allow usage of the last three passwords

Do not strike the *Enter* key until Step 4 below.

Note the directed use of the *Tab* key to move from one response point to another. Also note that password displays are masked with asterisks for security.

1. Type your new password in the box labeled *New Password:*. (Strike *Tab* key to advance.)
2. In the box labeled *Verify Password*, type new password again to confirm. (Strike *Tab*.)
3. Leave the *Hint:* box blank. **DO NOT ENTER YOUR PASSWORD HERE!**
This space is accessible to anyone who tries to break into your account!
4. Strike the *Enter* key to change the password. (OR, click the *Login* button to do so.)

If the two entries don't match, you are required to try again before being allowed to proceed. The window shakes and the cursor jumps back to the *New Password:* box where you may begin the password change sequence again.

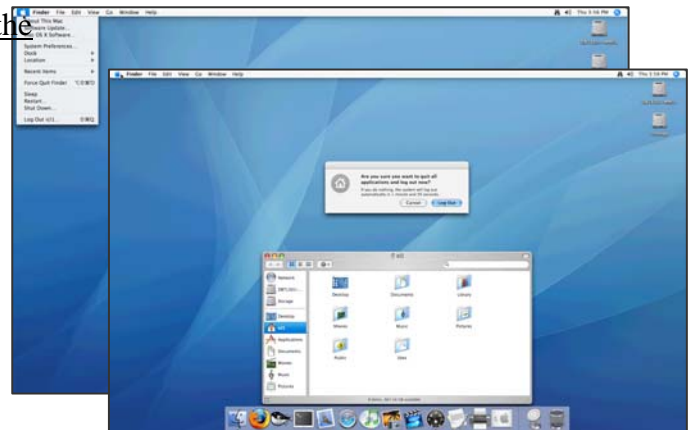
Before you try to logoff, make sure you've closed all files and quit all applications. Status indicators that look like tiny white ovals show under icons in the Dock for any applications still open. The first menu name is *Finder* because that application is running when your home directory is open.

- Click the Apple logo to the left of the *Finder* on the menu bar.
- Click *Log Out*, the last Apple Menu option.

The "Last Chance" dialog box appears and asks if you're *sure* about logging out.

- You may click the *Cancel* button to stop the log out procedure if you want, but
- you *must* click *Log Out* before leaving.

Failure to do so will leave your account open and accessible to others.



You are responsible for your account and your home directory and what is done with them. Accounts not logged out will be disabled.

The box at the bottom of the front page discusses logoff failure that occurs when account space is too small for the file(s) being saved.

3. The Log Out