**SIGNING INTO A COMPUTER ON THE SLCC NETWORK**

1. When you are at the computer, select Ctrl+Alt+Delete at the home screen.

A picture containing text

Description automatically generated

1. Select “OK” on the next screen.

A close up of a logo

Description automatically generated

1. Using the default password given to you by HR, please login using the below format.

Username: firstname.lastname (ex. new.user)

Password: \*use default password\*

A close up of a device

Description automatically generated

1. Once you sign in, you will be prompted to change your password.

A picture containing electronics

Description automatically generated

1. Please create a custom password that will be used going forward to sign into the computer and to access your email. Your new password must meet the below requirements.

* One capital letter
* One lowercase letter
* One number
* One special character
* Must be at least 8 characters long
* Cannot include your first or last name



1. Once your password has been changed, select “OK”.

A picture containing electronics

Description automatically generated

1. You will then be signed into the computer.

A picture containing electronics

Description automatically generated