



How to....access your school computing account

- 1) Your user name will always be your student number.
- 2) Your user password is defaulted to:
 - a. First two letters of your first name.
 - b. First four digits of our student number.
 - c. Two dollar signs

Example:

(Chris = ch) + (123456 = 1234) + (\$\$) = ch1234\$\$

- 3) You can always reset your password after logging in by pressing CTRL+ALT+Delete to access the reset window. Remember new passwords need a combination of upper case, lower case, numbers, and a \$ of eight characters or more.

