

Logging on to a Lab Computer

Every student at UCC has a computer e-mail account that is generated when you first register for classes. You are assigned a computer **user name** beginning with S. Find your **S-number** by looking yourself up in a book kept at the ALC, or ask a reference librarian to look you up in the UCC E-mail address book.

To begin, press Control, Alt, Delete. You will see a box like this:

Type your S-number in the User Name box.

Type your generic password the first time you log on.

The first time you log on, you must use your generic password, which consists of the last four digits of your Social Security number, followed by two digits each for the month, date, and year of your birth (SSSSMMDDYY).

For example:

If your user name is **S012345**, you were born on **Aug. 21, 1987**, and your Social Security number is **123-45-6789**, your generic password would be **6789082187**.

You will get a message telling you that you must change your password. Click OK.

Think up a password with at least 6 letters or digits. Write your username (S-number) and password in a safe place. **You will need this information every time you use a lab computer.**

Generic password used the first time you log on is SSSSMMDDYY

Type your Generic Password here.

Type your new password, then confirm it by typing it again in the box below.