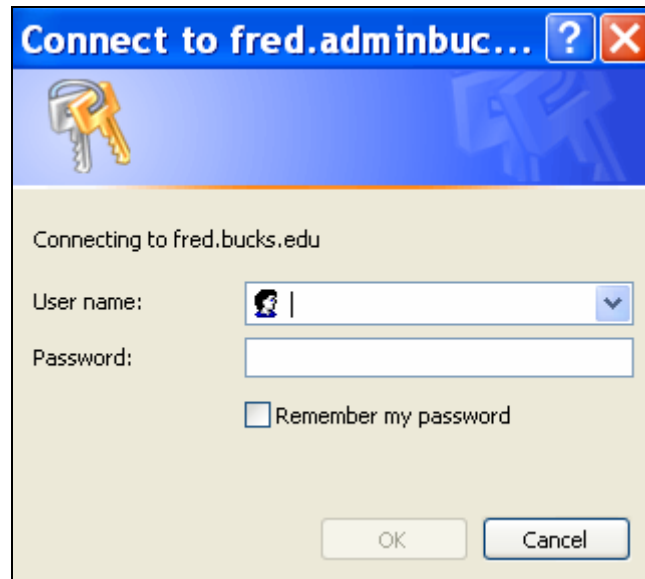


Logging into the Intranet

As the college moves forward with the **Intranet** you may wonder how to log into the Bucks County Community College's **Intranet**. This Low Threshold Activity will provide the steps needed to log into the **Intranet**.

1. Open your favorite web browser such as Internet Explorer or Netscape and type the following URL into the address – <http://my.bucks.edu>. After pressing the enter key on the keyboard, the **Connect to fred.adminbuc...** login window will open.



2. For all users on campuses, the **User name:** is your last name, first initial, up to eight characters; ie. Jane Smith would be “smithj” and Mary Mulligan would be “mulligan”.
3. For the administrative users supported by INS, your **password** is the same one you use when logging into the network.

The academic users supported by Academic Computing Services will need to enter your password by using the following directions. The **Password:** is your birth date in the six character format mmddyy; ie., if your birth date is January 13, 1976, your password would be 011376.

4. When the **User name** and **password** have been entered, click the **OK** button. You have now logged into the College's Intranet.
5. Every time the Intranet is accessed you will need to log into the site. As you navigate areas in the Intranet you may have to log in again. This can become a nuisance. To avoid having to log into the Intranet each time you access it, add **http://fred.bucks.edu** and **http://my.bucks.edu** to your trusted web site. To see directions on how to do this, refer to the *Creating a Trusted Web Site* document located at <http://www.bucks.edu/acs/ltas.html>.

So that we can better provide the help you need please fill out the Low Threshold Activity Feedback Form located at the following URL: <http://CTLSilhouette.wsu.edu/surveys/ZS35810>.

Thank you.