**Login Procedures Faculty Using Windows Computers**

Logging into the network is how you and your students are able to access printing, email, and other online resources from all offices, classrooms and computer labs. The purpose of this document is to explain how to:

1. Login to and logout from the computer in your office and in teachers' stations throughout the college

2. Guide students to login to and logout from computers in the labs throughout the college

3. Access help when you or your students encounter problems.

Faculty Login Procedures

Teachers' Stations and Offices

Faculty access is authenticated through the "ADMINBUCKS" group which appears by default in the "Log On" window on the teachers' stations in labs and classrooms, and on your office computer. (See example below.) Once you successfully log in, all files stored on the network become accessible to you. Any printers available to the workstation can be used for printing.
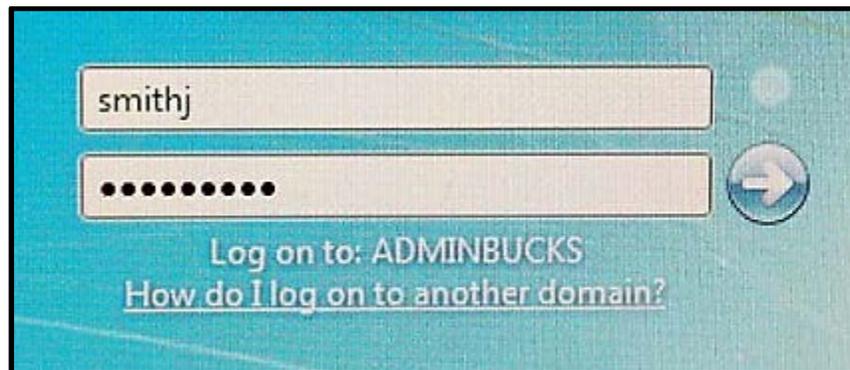
Logout Procedures

This is a really important step for both you and your students. When you are finished using a workstation, be sure to shut down (or restart) the workstation through Windows. This will also log you out of the network. By doing this, the next person to come along to use the workstation will be unable to access your data.

Please remind students to follow this procedure at the end of each class, or whenever they are finished using a computer on campus; otherwise, their information may be used by someone else.

Accessing Help

Faculty

If you experience any problems logging in to your computer, or connecting to network resources from your office or from a teacher's station, call the ITS Help Desk at 215-968-8191 for assistance.

Students

If your students experience login problems in a computer lab, please call the ITS Help Desk at 215-968-8191 for assistance.