

## Student Login Procedures

You are now required to log in to workstations in labs and the library using your BCCC email username and password.

USERNAME = Last name, first initial. You may also have numbers added to your username. Example:

smithj1234

PASSWORD = bd followed by birth date in MMDDYY format. EX. bd052582

For example, if your birth date is May 25, 1982 your **initial** password is bd052582. Passwords must be a minimum of 8 characters and a mix of letters and numbers.

Lab workstations will no longer automatically log in to the network. This assures that only BCCC authorized students use the college's computing resources.

Access is authenticated through the "SECUREBUCKS" group which appears by default in the "Log On" window on computer lab work stations. (See example below.) Once you have successfully logged in, all files stored on the network, and any printers in the lab will be accessible.



## Logout Procedures

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. After 45 minutes of non-use, workstations will issue an automatic logout message. Unless a response is made to the message you will lose your work. Please save your work often.

## Accessing Help

If you experience login problems in a computer lab, please call the Learning Technologies helpdesk at 215-968-8191 for assistance.

If you need to have your password reset or changed, please call the INS helpdesk at 215-968-8472.