



# Logging on to Windows

User Guide (v1.0 – February 2008)

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## Introduction

This guide will show you how to log on to District computers.

## Turning on

Make sure the computer and the monitor are turned on. Power switches are on the front of the units, usually marked with a **I/O** or **Ⓞ** symbol. If the computer seems to be running (lights, fan noise) then press a key or move the mouse to bring it out of **Stand by**.

## Logging on

1) Once the computer is ready for you to log on you will see this log on prompt.

2) Enter your first name dot last name in the **User name:** box. For example John Smith would use John.Smith

3) Enter your password in the **Password:** box. If you don't know or have forgotten your password ask your Tech to reset it.

4) Make sure SD6 is selected in the **Log on to:** box. If you can't see the **Log on to:** box then click on **Options <<**

5) Click on **OK** or press Enter on the keyboard.

