

## **User Names and Passwords**

Every student who pays the computer fee is automatically given a user name and an e-mail account. Your user name is your legal first name, a period, and your last name without hyphens. If there is more than one student with the same user name, a number is added. For example:

John A. Jones = john.jones

John P. Jones = john.jones1

If you are unsure of your user name or your user name does not work, you can ask a teacher or the library staff to check your user name in the EITC address book.

The first time you log into a campus computer each semester, you will be required to create a password. This can be any word, phrase or series of numbers and/or letters. It must be at least seven characters. Select a password that you can remember easily. Your password is case sensitive (the computer recognizes upper-case and lower-case letters as different). Passwords must contain a capital letter and a number.

Please be sure to log in with your user name and password whenever you use the computers in any of the computer labs on campus. If you don't, you won't have access to space on your student drive.

Please log off the computer when you are finished. If you don't, others will have access to your private information. Also you may not be able to log on to another computer on campus.

Students' computer accounts expire at the end of each semester. Any information you have saved on your P-drive will be disposed of at this time. Save any files that you wish to keep on a floppy disk or flash drive before the end of the semester.