

## Learning Centre **Short Guide** to Getting Started on the Computers

All you need to begin using the Learning Centre facilities is a valid student ID card. You need it to access the Learning Centre PCs and also to borrow books and other resources from the library.

First you need to scan and swipe your ID card on 2 different machines on Floor 1 of the Learning Centre. See also Learning Centre Short Guide to Setting Up Your Printing Credits - Guide No. **2**.

### Getting a username and password for the computers

Go to the card scanner at the end of the first row of computers, just beyond the Helpdesk.



Hold your ID card in front of the scanner, so that the laser reads the barcode.



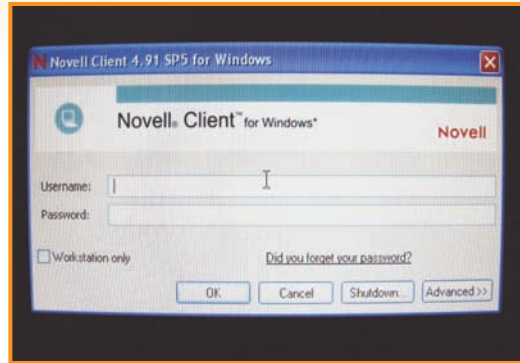
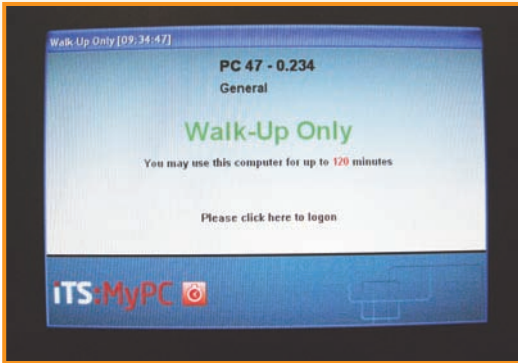
A sheet containing your account details will be printed on the adjacent printer.



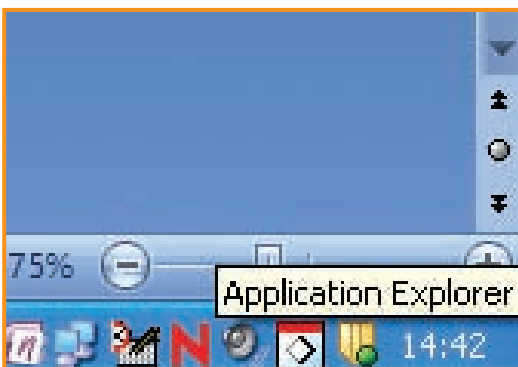
The sheet contains your username or LoginName, which is normally **firstname-surname** sometimes followed by a number, and a **temporary password** that you must change within 24 hours, or you will have to scan your card again.

## Logging in and Changing your Password

Go to any PC in the Learning Centre displaying Walk-Up Only on the screen and follow the instructions on-screen and those on your sheet.



Type in your username and the temporary password. When you are fully logged in, and the Application Explorer icon has stopped moving, hold Ctrl and Alt and press Delete on the keyboard.



Click on the **Change Password** button, and type your temporary password into the **Old Password** box. Type a new password that you can remember into the **New Password** boxes. You don't need to change your password again unless you want to.

Don't forget to ask one of the staff for help if you need it!

Print this document at <http://induction.yorkcollege.ac.uk>