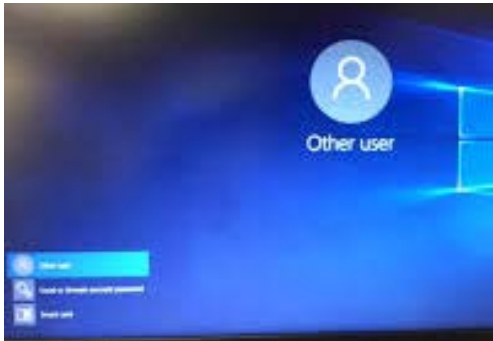
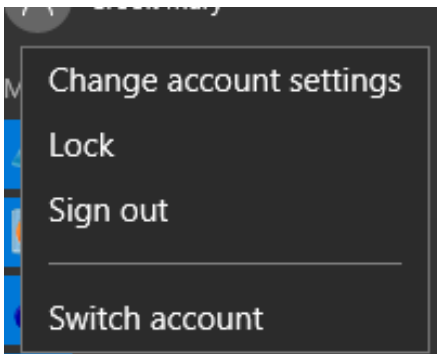


LOGGING ON

1. Turn on the system.
2. It will show the last person that was logged in at the log in screen. If this is not your name you will need to choose “other user” or “domain account” at the bottom.



3. Always adhere to our AUP to **not let anyone other than you use this system while you are logged in**. This way all your docs and info are safeguarded from being tampered with.
4. You can log the previous user off by clicking the window icon at the lower left corner of your screen and then click on the Start menu to pull up the menu that will have their name listed. Click on their name to get the next menu and Sign out. You can also just restart the system to get back to the log in screen. **NOTE - Switch account will not log anyone off. You can also log off by clicking the CTRL + ALT + DEL buttons at the same time and choose to sign out.**



5. Your user will be your firstname.lastname and there is no need to put the @pampaisd.net when logging into a computer. **These credentials are the same for your email. The password for first time users will be defaulted to “please change me”**. This has spaces, no caps and no quotation marks. You will be prompted to change it the first time you successfully log on and you may have already reset yours when you logged into your email. Please remember this password as we do not keep a list of them. Also, it will need to be at least 14 characters long. This can include any special character, number and even spaces.
6. Be sure to log off when done.