

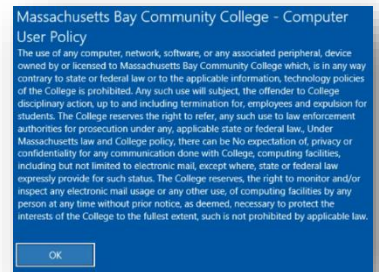
Logging Into and Out of the Computers on Campus at MassBay

1 As a MassBay student, you may use any computer in the Computer Lab (either campus) or in a computer classroom (as long as a class is not scheduled to use that room)

2 If the screen is dark, wiggle the mouse or click on any key to “wake” it
You should see a screen similar to this (the image occasionally changes)
Click the mouse button or press a key



3 The next screen will display a summary of MassBay’s Computer User Policy (check the Student Handbook for more details)
If you agree to abide by this policy, click on the **OK** button (if you don’t, you won’t be able to use the computers on campus)

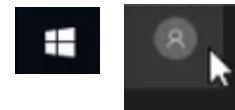


4 The next screen will display the logon screen (you should be logging into MASSBAY)
Enter your MassBay username into the top textbox – **NOT** your MassBay email address (e.g. **not** t_student@massbay.edu)
Enter your MassBay password (case sensitive) into the bottom textbox
Press the **Enter** key or click on the “arrow” button to the right of the textboxes



5 If you successfully logged in, you will see a **Welcome** screen (and, in some cases, a **Preparing your desktop** screen)
Shortly, you will see the “standard” MassBay student Windows Desktop

When you are finished using the computer, it is important to **log off**
Click on the Windows **Start** button (lower left corner of the Desktop)



6 Then click the avatar (your name should appear when you point to it)
Select “Sign Out”, make sure that all of your applications have been closed (files saved) and that the log off process completes.

