Windows Login

1. Turn on the CPU and monitor.

2. Computers equipped to run both Windows XP and Windows 7 will initially display the Partition Boot Manager. Use your keyboard's up and down arrows to highlight either Windows XP or Windows 7 then press Enter. 
   Unless instructed otherwise, choose Windows XP.

3. After a series of messages, the OCC welcome screen similar to the one to the right should appear.

4. Press and hold down the CTRL, ALT, and DELETE keys at the same time.

5. The Novell Client login screen will appear.

   Note for next steps: Everything you type should be lower case.

6. Select your proper location context by clicking on the down arrow at the right end of the Location field and clicking on the proper one from the drop-list.

   - The location for students is the last digit of each student’s Banner ID* followed by “.academic.oakton”
   - Example: 9.academic.oakton

   Oakton assigns each student a unique Banner ID that begins with the letter “B” and is followed by 7 digits (B1234567). Banner IDs are found on bills and class rosters. Students may also look up their IDs online at http://www.oakton.edu/resource/it/idlookup.html.
7. Type your login ID in the field next to “Username.” (Again, all characters lowercase.)
   - Student login IDs consist of the first letter of the first name followed by (up to*) the first seven letters of the last name followed by the last four digits of the Banner ID.

8. Press <Tab> to get to the next field or use the mouse to left-click in the next field.

9. Type your password in the Password field. (It will show up as asterisks.)
   - Initial passwords for new users will be one of two possibilities:
     - Those who applied to Oakton with a paper form should have received a letter with your password; you will need to change this password after logging in to myOakton using the password change icon in the upper right corner.
     - Those who applied to Oakton using the online form will use the password they created at that time.

10. Click on the OK button.

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**Your first login**

The first time you successfully login at Oakton, a browser window will open. Shown will be the Oakton network account management page and/or a page presenting the rules for using the labs and network. Because you will be responsible for abiding by these rules and policies, please read them through and click on the "I Accept" button. The lab staff will be happy to answer any questions you have about the rules. More information on policies and technology resources can be found at http://www.oakton.edu/resource/it/forstu.htm.

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**Starting Programs**

**Starting a program from an Icon**

- An icon is a small image on your computer screen (the Windows "desktop") that represents a specific program. Double click on an icon and the program will start to run.

**Starting a Program from the menu**

1. Click on the Start button (lower left corner of screen).
For Windows XP

Move the mouse pointer to All Programs. A submenu will pop up.

Move the mouse pointer up to NAL Explorer (Oakton's menuing program). A submenu will pop up showing categories of software programs.

Move the pointer to a category such as Word Processors and a list of available programs will appear.

Click on a program name to start it.

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**Windows Shut Down (XP)**

**IMPORTANT!!**

Never, *ever* turn off the computer without going through the following steps!

1. Left-click on the Start button at the bottom left corner of the screen.

2. Click on Shut Down. The Shut Down Windows screen will appear.

**XP:**

3. Select *Shut down* from the Drop Menu
4. Left-click on *OK*
5. Manually turn off the monitor.
   (The CPU will turn off automatically at the end of the Shut Down process.)
6. Do not restart the computer.

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Save a Tree! Leave this in the lab for the next user.