

# COMPUTERS ON CAMPUS

## LOG ON PROCEDURES:

- Press **CTRL-ALT-DELETE** Keys simultaneously.
- Enter your username (ex. abc1234). Username is your initials plus four randomly generated numbers (Your username is printed on the front of your ID card and is the first part of your SRU email address).
- Enter your password: Your default password is your birth date followed by "Sru". Ex: 020495Sru for Feb. 4, 1995.

## LOG OFF PROCEDURES:

- Click on the **Windows** button in the lower left corner of the screen.
- Click on the **SRU Seal** (user button). When you hover over the seal, your name will display.
- Click on **Sign out**.
- Or use the "**Sign Out**" icon located on the pc desktop

