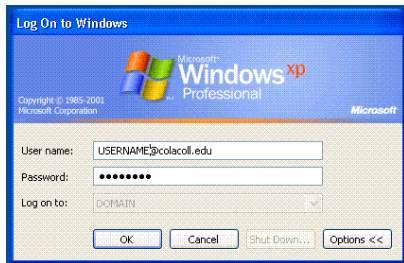


Logging into Lab, Office and Classroom Windows XP Pro

The most important thing to know and remember is that you must log out of your workstation so that your personal data will be safe.

To begin the logon process, hit the Control key, Alt key, and Delete key all at the same time.

The next screen that you will see on your Windows XP Pro workstation is as follows:



Enter your username at "Username"@colacol.edu and your password at "Password:". You are automatically logged on the Columbia College LAN with your personal files accessible from your folder (P:) accessible from the "My Computer" icon.

Please contact Columbia College IT at 786-3007 with any questions.

**MAKE SURE THAT YOU RESTART
THE COMPUTER AFTER EACH USE
AND LEAVE IT AT THE LOG ON TO
WINDOWS SCREEN.**