



Overview:

The purpose of this user memo is to explain how to log on to Windows XP system, and to briefly explain some of the features you need to know to start using the system. The first section describes what you need to get on the system for the first time. Later sections explain some of the features.

How to Log on:

Follow the step by step description below:

Step 1 Turn on the computer and monitor.

When the machine starts up you will see a number of different screens go by, you will come to the User Notice screen. Read the message and then click the OK button.

Step 2 You should be now be at the Novell Login Box.

You want to fill in the correct information before you hit the enter key or click on the ok button. There are three important pieces of information you will need to login. The first is your Username. The second is your password, and the last piece of information is your CONTEXT. For example, the Context for Law students is STUDENT.LAW.LOYOLA and for Law School staff and faculty the Context is GENERAL.LAW.LOYOLA

To check what context is currently set, click on the Advanced button on the lower right side of the Novell login box. You will be able to see the context the computer is currently set to. If it is not your context change it to yours. To do this click on the Context button, double-click on LOYOLA, then double-click on LAW and finally click on your context, either GENERAL or STUDENT and then click the OK button.

- Step 3*** Enter your Username (The same one you use to login into your GroupWise email account and the LOCUS system)
- Step 4*** Enter your Password (The same one you use to login into your GroupWise email account and the LOCUS system)
- Step 5*** Check that your context is correct (See paragraph above for details)
- Step 6*** Hit the ENTER key or click OK

Sit back and wait until the system completes the startup process.

Step 7 Change your password **if asked**.

You may be prompted to change your password as the system starts up. If you are asked, go ahead and change your password. Even though it is asking if you want to change your password you can only say no a few times before your account is locked. Your password should be 8 characters long and you can not reuse a password that you have recently used.

Basic details on how to use system:

Changing your Password: If you want to change your password at any time while you are logged in to the system, you can. Hold the CTRL and ALT keys and hit the DEL key. On the screen that appears click on the button that says CHANGE PASSWORD. Follow the prompts to change your password.

You can also use the Personal Account Manager (PAM) web page to change your own password. You can access PAM at <https://pellonia.it.luc.edu/iuadmin>

How to use the software: When you are logged into the system click on the Start Menu, here you will find all the programs available for your use under folders at the top of the Start Menu such as Main Applications.

How to use Printing: Go to the Start Menu, select Settings and then Printers and Faxes. You should see icons for all the printers you have access to, the names should tell you where those printers are located.

To select your default printer use the mouse to point at the icon of the printer you want to use and then click the right mouse button. You should see a menu pop up, select the SET AS DEFAULT option. That will be the printer your print jobs will print on. You can change your default printer whenever you want.

If you double click on any printer icon you can see the print queue for that printer. You can use the print queue view to tell how many jobs are waiting to be printed ahead of yours and you can cancel your print jobs before they print if you need to.

Log off the system: Go to the Start Menu and click on the Log Off button. You can also hold the CTRL and ALT keys and hit the DEL key. Then click on the button that says LOGOUT.

Log off the system and shut down the computer: Go to the Start Menu and select Shut Down. When the Shut Down box pops up select Shut Down from the drop down list, then click OK. The computer will log you off and power off the computer. You can also hold the CTRL and ALT keys and hit the DEL key. Then click on the button that says Shut Down.