

Logging on to EITC Computers

What is my username and password?

Account usernames consist of the users' legal first name followed by the last name separated by a period, e.g. "matthew.edwards".

First time log on procedure

To log on to a computer, *Press Ctrl+Alt+Del* on the keyboard and enter your username. Press Enter on the keyboard or click OK. You will then be prompted to change your password. Again, **leave the Old Password field blank**. In the New Password field, create your new password*. Once you have chosen your new password, enter it again in the Confirm New Password field and press Enter or click OK.

If your password meets the EITC password requirements, you will be notified that your password has been changed. Otherwise you will be informed that the password does not meet the requirements and will be prompted to select a new password.

****Note: Your new password must consist of at least eight characters, one capital letter, and one number. Keyboard symbols are recommended, but not required.***

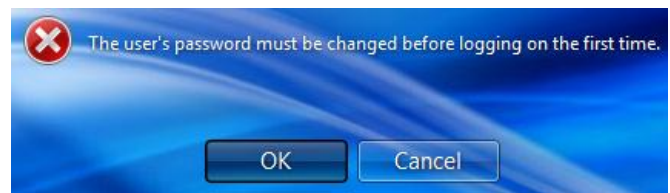
For assistance, contact the IT Helpdesk
(208) 680-6874

Step 1 - Press Ctrl+Alt+Del to log on.



Step 2 – Read and then click OK on the EITC Acceptable Computer Use Policy.

Step 2 - Enter your username (no password)



Step 3 – Create your new password.