

Log on to a WSU Computer Lab or Classroom Computer Running Windows 7

1. At the Microsoft Windows 7 startup screen, **Press** the **CTRL + ALT** keys simultaneously with one hand, and the **DELETE** key with the other hand.

The following message displays:

“Use of this resource assumes full compliance with all Worcester State University technology policies and procedures. User accounts may be obtained from Information Technologies LRC-312 or via WSU Network Password Reset Link at <http://community.worcester.edu>”.

2. Press the **<Enter>** key or use the mouse and **click** the **<OK>** button to proceed.

A log on screen displays.

WSU’s computer network is comprised of “domains”.

- Student accounts reside on the **acl** domain.
- Faculty and staff accounts reside on the **wsc_domain**.

3. Use your short email address in the USERNAME field to logon – username@worchester.edu and your WSU Network Password.
4. If that does not work note beneath the Username and Password boxes, look to see if the words “Log on to ACL” is displayed.
If so, and you are a **student**, type your assigned WSU **user name** in the **User name** box and your **password** in the Password box. Then, press the **<Enter>** key (or click the white arrow to the right of the Password box).

If you are a **faculty or staff** member and “Log on to ACL displays below the User name and Password boxes”, type **wsc_domain\yourusername** (i.e: wsc_domain\jlancer) in the User name box.

Note: If you are a faculty or staff member and you see that wsc_domain\username displays when you are about to log on, that means another member of the wsc_domain logged on to the computer prior to you and you just have to type your user name and password.

5. Remember to log off the computer by selecting **Start** (Lower left-hand corner of the window) followed by **Shutdown or Log off** when you are finished using the computer.