

## How to Logon to Your BPS Computer

Your computer is running Windows 2000 or Windows XP, the operating systems which require you to “logon” or enter your User name and Password before allowing you access to the computer and the Internet. Although the logon windows may look different, the process is the same for both operating systems.

Your **User name** and **Password** are the same as your BPS Email User name and Password

1. Turn on the computer and monitor.
2. When you see the Welcome to Windows screen, slowly and in sequence, on your keyboard, press and hold down the Ctrl key, then the Alt key and then the Delete key (Ctrl+Alt+Delete). Enter your User name, Password, and if necessary, select the Domain name **BPS** as explained below and press OK to begin your session.

You will see a “Log on to:” or Domain name (BPS) that identifies the network or system of computers you are authorized to use. See the following:



Enter your User name: **no spaces**; it is not case sensitive (ex. Johnsmith)

Enter your Password: **no spaces**; **it is case sensitive**.

Be sure **BPS** is the “Log on to:” or Domain name. Select it if it is missing: click the drop down arrow in the “Log on to:” (Domain) field and click on **BPS**.

If you have the option to save your password, always choose **NOT** to save it.

**Click OK.**

**ALWAYS** log off the computer before leaving it. You are responsible for any work done and any Internet connections made under your User name and Password.

**NEVER** give your password to anyone!

\*\*\*\*\* *If you feel that your password has been compromised, call Technology Services at 508-580-7568 (x7568, internally) for assistance. You cannot change your password yourself.*

**To end your session (Log off):**

1. Press Ctrl+Alt+Delete to get to the Windows Security screen. Select **Log Off** and click Yes.
2. Never leave the computer powered on under your User name and Password. **Always Log off!**
3. At the end of each day, **shut down** the computer. This is necessary to save power but *always required so that your computer is always updated with latest virus protection.*