Starting a Session

Computers are available for use at several locations on campus, including the FVCC Library and the General Access Computer Labs.

If the computer is not already “powered up”, you can turn it on by pressing the button with the power symbol on it.

When the computer is “powered up”, you will see a screen with the “Press CTRL + ALT + DELETE to log on” prompt.

Press the “CTRL”, “ALT” and “DELETE” keys on the keyboard simultaneously.
Acceptable Use

Please read the “LEGAL NOTICE TO USERS”.

Click “OK” (move the mouse cursor over the “OK” button, and press the left mouse button) if you concur with the content and user responsibilities noted therein.

The link to the FVCC Acceptable Use Policy is:

http://www.fvcc.edu/about-fvcc/administration-governance/administrative-departments/management-information-systems/acceptable-use-policy/
Correct User??

IF THE USERNAME LISTED IS NOT YOUR USERNAME:

(Example: FVCC\fvccmis)

Press the “ALT” and “W” keys simultaneously and then press the “Enter” key, OR move the mouse cursor over the “Switch User” button and press the left mouse button.

IF THE USERNAME LISTED IS YOUR USERNAME:

Enter your password in the “Password” text window and press the “Enter” key on the keyboard, OR move the mouse cursor over the little round “arrow” button, and press the left mouse button.
Other User

If the username listed on the login screen was NOT your username, and you selected the “Switch User” button, you must select the “Other User” option to open a new session user login screen.

Move the mouse cursor over the “Other User” button and press the left mouse button.
Logon to the Computer

Type your username in the “User name” text window, and type your password in the “Password” text window, and press the “Enter” key on the keyboard, OR move the mouse cursor over the little round “arrow” button, and press the left mouse button.

FIRST TIME USERS – PLEASE NOTE:

User name: Your first name, middle initial, last name - all lowercase - omit spaces and special characters, including hyphens, periods, and apostrophes.

Sam T. Ho-Use = samhouse

Note: If your username is longer than 20 characters/letters, then only enter the first 20 characters. If you did not include a middle initial on your admissions application, use your first and last names only.

Password: The upper case word 'NEW' plus the six digits of your birthdate.

May 9, 1987 = NEW050987
Selecting a Program

Move the mouse cursor over the Windows “Start” button in the lower left corner of the task bar, usually located along the bottom of the screen, and press the left mouse button to “pull up” a menu of available programs and applications.

Move the mouse cursor over the desired program and press the left mouse button to begin working.
Change Password Menu

While your are logged into the computer and have an active session open, press the “CTRL”, “ALT” and “DELETE” keys on the keyboard simultaneously to see a menu that includes the option to change your password.

Move the mouse cursor over the “Change a password” menu option and press the left mouse button to “pull up” the screen that allows you to change your password for access to the campus network.

*Please Note:* This will not change your passwords on the Student Portal or the Desire2Learn and MyLabsPlus online course management systems, (please see the help documents for accessing those systems for information about changing passwords on those systems).
Change your Password

Move the mouse cursor over the “Old Password” text window, click the left mouse button once and type your old/existing password, followed by typing your new password in the “New password” text window AND ALSO in the “Confirm password” text window.

Press the “Enter” key on the keyboard, OR move the mouse cursor over the little round “arrow” button, and press the left mouse button to save your new password.

Your new password needs to be at least 8 characters long, and should include a mix of numbers, lower case letters and upper case letters.

*Please Note:* This will not change your passwords on the Student Portal or the Desire2Learn and MyLabsPlus online course management systems, (please see the help documents for accessing those systems for information about changing passwords on those systems).