How to Log onto a Windows 7 Computer

1. After the computer has turned on, please follow the instructions on the screen and press the three keys on the keyboard.

2. If the computer asks you to choose a user, please click on the icon labeled "Other User".
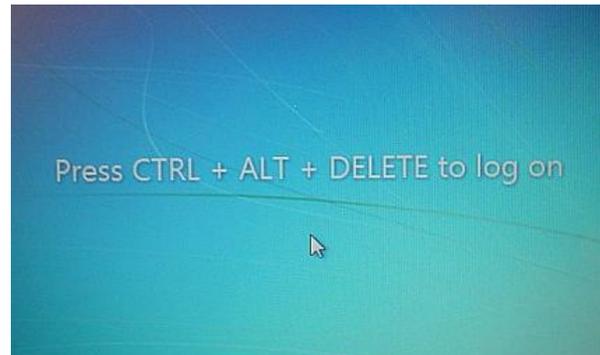
3. You should now see a screen similar to this one.

4. Check to make sure the computer is using the correct domain, which is indicated in this picture by the red circle.
   a. If you are a student, the domain should say "CGUStudent".
   b. If you are a faculty or staff member, the domain should say "CLARE".
   c. If you are using a computer that is in a classroom, then go to step 7.

5. If the domain is correct, then just type in your user name and password in the appropriate boxes.
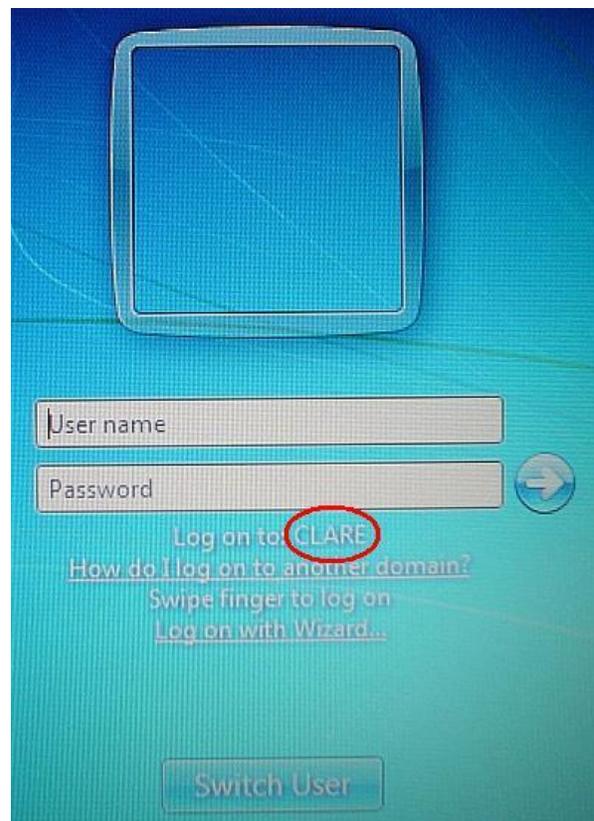
6. If the domain is incorrect, then in the first box, you must type
   a. "cgustudent\username" if you are a student
   b. "clare\username" if you are a faculty or staff member.
   See the example to the right.
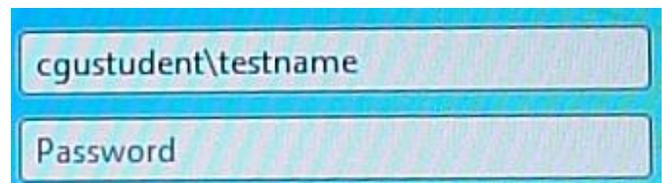
   Type in your password as usual.

7. If you are logging onto a computer that is in the classroom, then first click on the link labeled "How do I log into another domain", which is located under the password box.
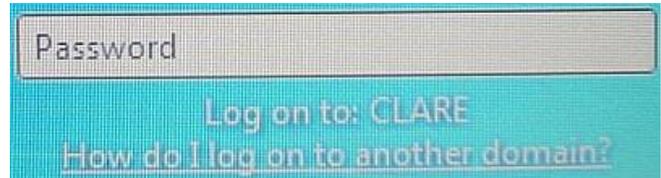
8. You will need to take note of the computer's name, as indicated by the red circle in the picture to the right.
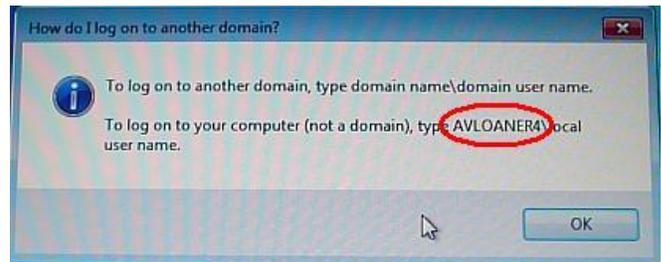
9. In the first box, you would type the name of the computer, followed by a back slash, and then "classroom", as shown here in the sample.
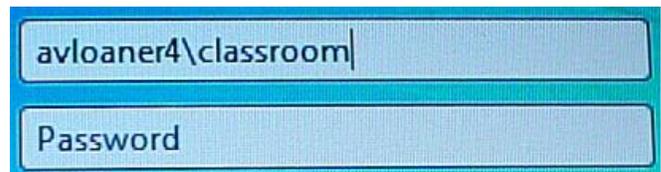
   The password for the classroom computer is "instruct".