

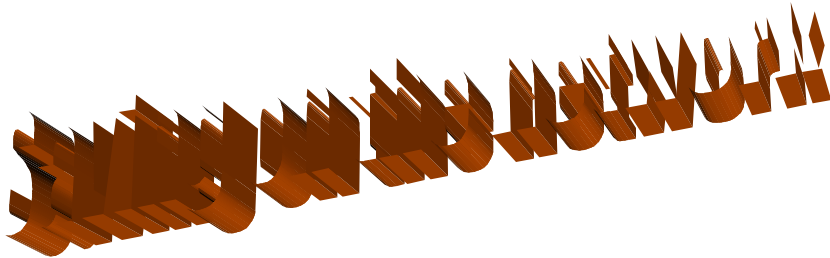
Logging On

Logging on for the first time in the Village Computer Lab as a CSUS student requires several steps.

1. Turn on the machine by pressing the power button.
2. When the "Novell Client" window appears, delete the Username that appears in the entry bar and enter your assigned CSUS Username.

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3. Hit enter or click OK.
4. Novell will tell you that your password has expired. You will be asked if you want to change your password. Click "Yes"
5. Follow the directions for choosing a password.
6. Hit enter.
7. When you see "Set Windows Password", select "Cancel".
8. When you see the window that says "I: is already connected... Do you want to connect?" Enter "Yes".



Saving is just a matter of designating a pathway to your directory.

Our work is going to be saved on the J: drive. It's called "Vi_adminI" (J:)

You get there by creating a document, entering data, and then selecting File Save As...

In the window that opens, you'll click on the path bar to select the drive mentioned above.

This will be demonstrated in class, and everyone will be very successful.