Logging onto the network (on-campus computers)

1. Turn the computer and monitor on.

2. Press the Ctrl, Alt and Delete keys at the same time.

3. Before you login, you will be asked to accept the terms of the University Acceptable Use Policy. Select OK to accept.

4. You are prompted to enter your username. Your username is your 8 digit Student ID number. If you are a VET student, add a V at the beginning of the number.

5. You are prompted to enter your password. Your password is Nd followed by your 8 digit DOB.

   Example: If your date of birth is 14 April 1992, you would enter Nd14041992

6. The computer will upload your profile so it may take a few minutes for the desktop to load.

   *Note: Your student network access will be locked for 12 hours after 5 failed login attempts, this can be unlocked by contacting IT Services – broome.IT@nd.edu.au.*

Welcome to Windows 7

Select the Microsoft icon in the bottom left hand corner to show the Windows 7 Main Menu.

![Figure 1 - Microsoft icon](image)

Select ‘All Programs’ to view a list of all of the software programs available on the computer.

Internet access and all major Microsoft Office applications are available on all campus computers. In addition, some Library computers offer access to non-standard applications and programs, like Mimio, iTunes, Nursing Calculations and Interactive Ochre. Please check with library staff regarding the location of these computers.

When you are finished using the computer, select the Microsoft icon then ‘Log off’. Make sure you always log off the computer when you are finished, otherwise the next person will have access to all of your files.