

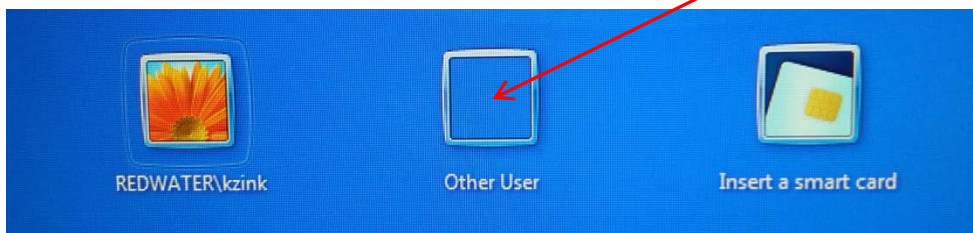
Logging On/Off of a RISD Computer

Employees may contact Karen Zink or Erik Lentz for a computer user name and password. We suggest that you log off of your computer at the end of every working day and shut down your computer on Fridays or on the day before a holiday. You may want to restart your computer once a day to apply any network changes. Student computers are automatically shut down at 5:00 pm each day and powered on between 6:30 am and 7:00 am. If you need your student classroom computer startup and shutdown times adjusted, contact Karen Zink or Erik Lentz.

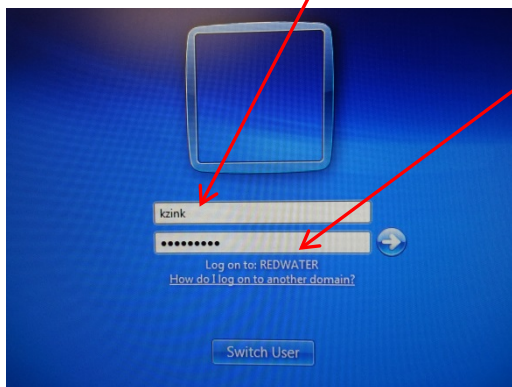
If the username after REDWATER\ is not yours, then click the Switch User icon.



If your login name appears in the list, click on it. If not, click Other User.



Enter your computer login name in the first field and your password in the second field. Press enter or click the arrow right icon.



If you will be away from your computer where you cannot see if someone is accessing it, you need to lock your computer so that your documents, student data, and district/campus resources will be secure. Simultaneously press the Windows key and the L key on your keyboard to lock your computer.



To access the computer again, you will type your computer password and press enter.