



Logging on to the Concordia Theological Seminary Computer Network

Welcome to the Concordia Theological Seminary computer network!

Your network account comes complete with an e-mail box, 100 MB of personal server space to store your computer files, access to the Internet, several printers on campus and a place where you can exchange files with others. To use these services, however, you must identify yourself to the network. As with Internet e-mail and other computer networks, you do this by logging into the network from a computer workstation. The Lilly Lab in Wyneken Hall (W-11), Walther Library, and the Tunnel have computers for your use. Follow the instructions below. (These instructions assume that you are logging in using a workstation running Windows XP Professional.)

Logging On

- 1) Find a workstation and power it on. If the computer is already on, click **Start → Shut Down**. Select **Restart** from the drop down menu. Click **OK**.
- 2) You will see a screen that says **Press Ctrl-Alt-Delete to begin**. Do this.
- 3) Enter your username in the appropriate box. Your username is your last name followed by your first and middle initials (i.e. Joe M. Smith = smithjm).
- 4) In the password box, type your "D" number followed by "@CTS" (i.e. D00012345@CTS).
- 5) Ensure that **CTS** appears in the **Log on to:** box. Use the drop down menu to select it if something else appears here. (If **CTS** is not one of your options, please contact the Information Technology Help Desk at extension 3178.)
- 6) Click **OK**. A box will appear that says **You are required to change your password at first logon**. Click **OK**.
- 7) Enter the password of your choice both in the **New Password:** and **Confirm New** boxes. Click **OK**. NOTE: If you do not enter your password in both of these boxes, or if both entries do not match, you will receive the message: **The passwords you typed to not match. Type the new password in both text boxes.**
- 8) If your passwords match, you will receive the message: **Your password has been changed**. Click **OK**.
- 9) Your logon will commence. Once the startup and logon processes have completed, you may use the workstation or log off.

Logging Off

1. Click **Start → Log Off**.
2. You will see a box that asks: **Are you sure you want to log off?** Click **Log Off**.

If you have questions or concerns, please contact the Information Technology Help Desk at extension 3178 or email infotech@ctsfw.edu.