



Logging onto the Network for the First Time

- You will be greeted by the Windows Welcome box.
- Press and hold Control, then Alt, then Delete.
- You will see a TPS warning message about restricted use to authorized users only.
- Click OK.
- At the “Log On to Windows” screen, enter your username and the password: “Password123”.
- Click OK.



- Enter a new password and confirm that new password.
Password must be at least 10 characters long
Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
Contain characters from three of the following four categories:
 - English uppercase characters (A through Z)**
 - English lowercase characters (a through z)**
 - Base 10 digits (0 through 9)**
 - Non-alphabetic characters (for example, !, \$, #, %)**
- Select OK.
- At the Change Password Screen you will see the following message:
“Your password has been changed.”
- Click OK.