



First time log in

1. **Before you turn your laptop on**, plug in the power cord to both your computer and a power outlet. Also plug in the network cord to both your computer and a network port on campus.
2. Turn on your laptop.
3. When the computer prompts you to do so, press "Ctrl," "Alt" and "Delete" at the same time.
4. **Username**
To figure out your user name, take the first initial of your first name (lower case), then add "0"s between your initial and your student ID to make the user name exactly 8 characters long.
EXAMPLES:

Name: John Smith	Name: Tom Jones
ID#: 123456	ID#: 54321
Username: j0123456	Username: t0054321
5. **Password**
If this is your first time logging in to a Cornerstone computer, your password should be the same as your username.
6. **Domain**
The last field (the domain) should say "DISCIPLINET."

Important: After you logged in to your laptop, click on the "How Do I..." icon on your Desktop and follow the instruction listed under "Laptop Quick Start" in order to configure your email and default printer.

If you have any questions after following these instructions, please visit Technology Support office located in the Bolthouse Hall BH143