

## Logging ON to the BCC network:

1. If the computer is on, press any key to de-activate the screen saver and reveal the **Important Notice** dialog box prompt:  
**Do not attempt to log on unless you are an authorized user.**  
Click OK (or press enter)
2. **The Enter Network Password** dialog box appears. You need to enter your Username and Password. The first time you log onto the network your password will be the same as your username. You will immediately be asked to enter a new password. This must be at least 8 characters.
  - **User name:** Enter your user name (smith\_j). Move to the Password prompt by pressing the tab key or using the mouse to point to that place on the form.
  - **Password:** When you enter your password asterisks (\*\*\*\*\*) will appear on the screen.
  - Click OK (or press enter)
3. **A Windows Networking** dialog box appears:  
*You have not logged on at this computer before. Would you like this computer to retain your individual settings for future use when you log on here in the future?*
  - Click on **YES**
4. **A Microsoft Networking** dialog box appears: “**You were successfully logged onto BCCNET as ...with user privilege.**”
  - Click OK (or press enter)
5. You are now looking at the Windows 95 desktop! You are ready to begin.
  - You may either click on an icon OR
  - Click Start and select something from the Start Menu.

## Logging OFF the BCC network

1. Close all programs by click the close button (X) in the upper right corner of each window.
2. From the Window 95 Desktop find the Start button in the lower left corner
  - Click the Start Button
3. Click on the Shut Down option.
4. Click on the fourth option “*Close all programs and log on as another user.*”