Step 1: On a campus computer, hit <Ctrl> <Alt> <Delete> to bring up the log in box:

Step 2: Enter your network user name.

User Name =
[1st initial middle initial 1st six letters of your last name] (all small letters, no spaces).
If you didn’t register with a middle name [1st initial 1st seven letters of your last name]
Ex. John D. Doe = jddoe or Jane E. Johnson = jejohnso

Step 3: Enter your network password.

Password =
Enter your unique password. If this is your first time logging in, the password will be your
8-digit EMPL / Student ID. This number typically begins with a “3”.

Step 4: For users logging in with the “first time” password, you will receive the following:

Logon Message:
Your Windows account has been set to force a password change upon log in.
You must change your password now!
Your new password must be at least 6 characters long, with any combination of letters and
numbers.

Note: If you forgot your unique password, ask the available staff in the area or contact the IT Help
Desk
(480-423-6274, option #3) to have it reset. Visit our Web Site for hours of operation and location
at: SCC Help Desk

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