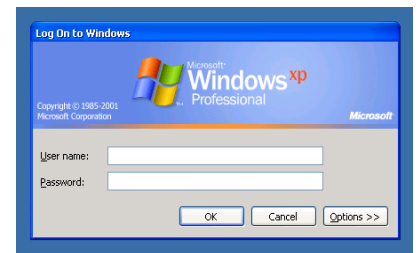


Windows XP – Accessing and closing the college network

When you switch on the computer it will connect with the college network.

- **Type** in your username and password, which gives you access to the college network, internet and your own user area on the **P:DRIVE**
- **Press** the **Enter** key or **click** on **OK** when you have entered the details



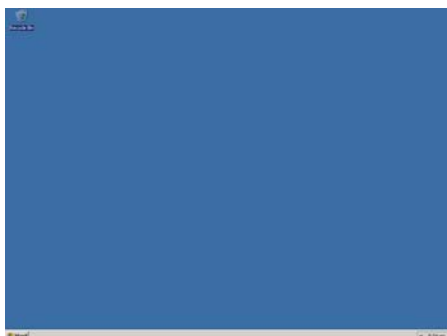
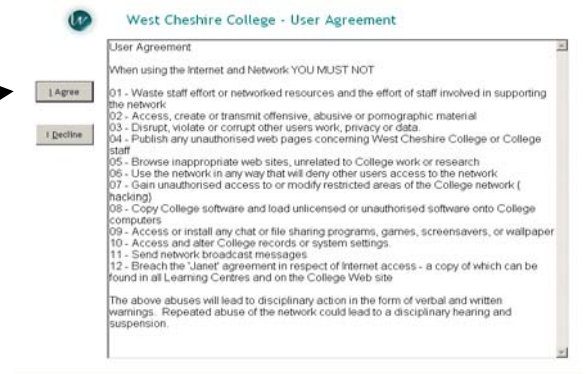
You may also use the Learning Centre login:
Username: LC (no password is required)

This login does not give you access to the internet, college e-mail or your user area.

Note: The username and password are case sensitive. You will be locked out of the system if you enter these details incorrectly three times in a row. Please ask for help if in any doubt.

A Network and Internet User agreement appears

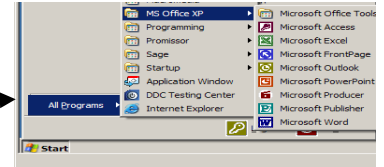
- **Read this carefully**
- **Click on / Agree**



The Windows desktop will appear

To access Microsoft Office programs such as Word, Excel and Publisher

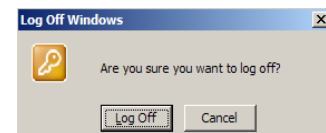
- **Click on Start** in the bottom left hand corner of the screen then move your mouse to **All Programs**
- **Move** your mouse to MS Office and **click** the application you wish to use



To close down the computer

When you have finished your session on the computer, please log out correctly. Resetting or switching off the computer without first shutting it down correctly can cause damage.

- **Click** on **Start**
- **Click** on **Log Off**



Logging off completely is important as it leaves the computer ready for the next user, and helps to keep your work safe.