

User Names and Password Guidelines in Windows 7

How to login from inside your own school:

User names are First Name period Last Name. (i.e. joe.smith or mary.jones)



User name: Type in your user name ex: joe.smith

Password : Password1 (only the first time)

Logon To: This will have you school's initials automatically

You will then be prompted to make up your new password.

How to login from a computer located at a different DCS Campus:

User name: Type your school initials\username

Ex. hlms\joe.smith

Enter your password



Password Guidelines:

When you logon the **FIRST** time the password has been set to **Ch@ngeme**. You will be asked to change the password after you logon the first time. Passwords **MUST** follow these guidelines. Passwords are case-sensitive.

1. Minimum of 8 characters.
2. Cannot contain any part of your User Name.
3. Must contain a capital letter, a number, and a lowercase letter.

If your password doesn't meet these requirements it will not be accepted and you will need to re-enter the original password and try a new password.