

**Different from last year: Passwords are now unique to each student
They will be distributed by the course co-ordinators**

Please go through the following at IT Induction:

1. Show student how to log-in to computers using their Active Directory username details (there will be a short time-lag while the system sets up their user profile so let them know this is normal)
 - **username:** csn22.firstname.surname@csn.ie (note: student may have a double-barrel name)
 - **password: Unique to each student** (note: long usernames may fail!)
2. On log-in, confirm the student can access their desktop correctly. Note: they may see a 'Hi, Windows is setting things up for you screen' first. Once this completes, they should be able to see their desktop

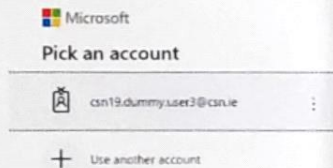
3. Demonstrate how the student should log into their Office365 account from the 'Office365' desktop icon.

Note: this can also be done by navigating to <https://www.office.com/> from a browser

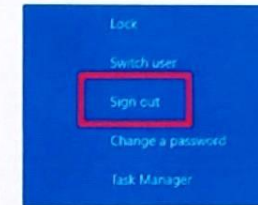
Once the browser window opens they can gain access to their account by logging-in using their Active Directory (AD) username and password details as before.

Note: explain how both accounts are 'synced' and work together as 'Single-Sign-On' (SSO)

4. Once the student gains access to their Office365 account, take some time to show them around the interface. Explain briefly how Outlook email works but keep things simple for today, e.g., show them how to send a simple email, etc
5. While they are logged into Office365, get them to open Word in and create a simple document. Once this is done, show them how to print the document (the printer in the room should automatically pick up the print job).
6. Now show the student how to save the document in their OneDrive folder (online) using the 'Save As' (save a copy online) feature.



7. Once step 6 is completed, ask the students to log out of Office365. Make sure they close all browser windows when asked!



Now get them to sign-out of the computer. To sign out of the computer quickly they can press Ctrl-Alt-Del and choose 'Sign out' from the list as shown on the right. The PC should log them out shortly.

Another quick way to sign out of Windows 10 is to press Alt + F4 keys to bring up the 'Shut Down Windows' dialog box. The student may select "Sign Out" from the drop-down menu and then press "OK" to sign out.

A third possibility is to open the Start menu by clicking the Windows icon in the bottom left corner of the screen (or by pressing the Windows logo on the keyboard). Search along the list of options on the left side for your user icon. Click on it, and then select "Sign out."

8. At the end of the IT Induction session, perhaps repeat step 1 to help the student remember how to log back into the computer.

If you have any difficulties logging students in, please let John know.

In case of problems, a DEFAULT account for users with no working log-on details exists:

u: student@csn.ie
p: !CSN21.letmein

Additionally, accounts are limited to a total of 20 characters - including the Domain Name which is (@csn.ie) due to systems where backward compatibility required. Therefore there could be few cases where some first names are be cropped. If you advise students to change the passwords on the beginning of the induction immediately the passwords are synchronised with email accounts and Moodle every 30 minutes. I would recommend test email account and Moodle functionality first by clicking the corresponding links on csn.ie website. Please **do not** change the password via the [office.com](https://www.office.com/) website after that it will be not synced back to the college computers.

The WIFI for students its called **CSN-STUDENT** with password of **WelcometoCSN** in order to connect to internet, there is also need to open any internet browser then attempt to open any website and accept GDPR policy every 90 days.