

# How to Log In to the Kirtland Network

**SAVE ENERGY! Shutdown when you leave!**

## Why login?

**Security!** When you are logged in to the network, servers make resources available to you, including Internet, computer access, file storage, and print service. If you do not login, these resources will be unavailable.

## How do I login?

When your computer starts, you will see three lines as follows:

USERNAME:     Staff = Last name first initial (not case sensitive)  
                  Students = graduation year+ (11lastnameinitial)  
PASSWORD:     Minimum of 6 characters long (case sensitive)  
DOMAIN:       KIRTLAND

## What is a good guideline for creating passwords?

Your password should meet the following criteria:

1. 6 characters or longer
2. not be a previously used password (cycle of 3)
3. contain a combination of letters, numbers and symbols

## What will happen if I enter an incorrect password?

3 bad passwords in a row will lock your account, for security reasons. This helps to prevent hackers from accessing your data.

## Why should I logoff?

**Security!** If you stay logged in, users can access your files.

## How should I leave my computer when I'm done with work?

**GO GREEN!!** Please shutdown your computer every night before you leave.