Technology Services
414-382-6700
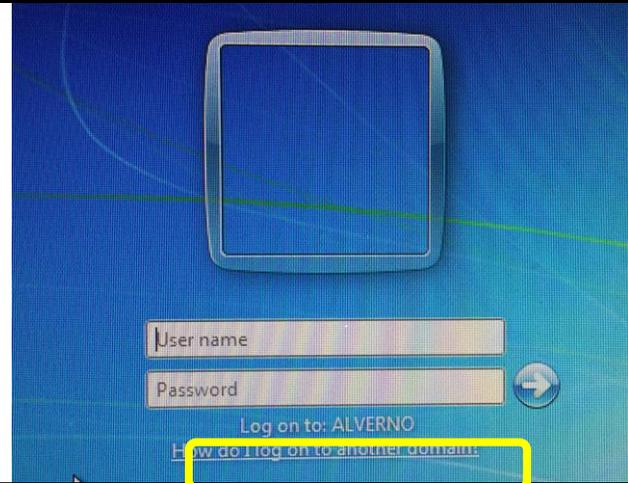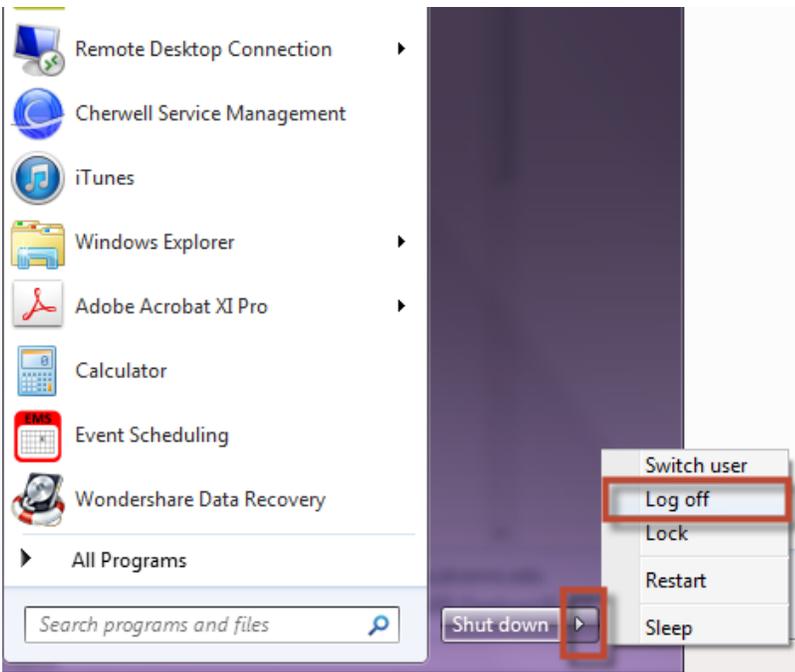helpdesk@alverno.edu

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# Logging into the Alverno Network

The Alverno network is your key to the campus computers.  You need to log on to the network anytime you want to use an application, retrieve course work that is on the network, print, access the Internet and your email and to save files to your own home folder (H: drive).

If you have questions about your network account, come to the Computer Center open access lab, RC 109B.

Your user name consists of the first six letters of your last name, the first letter of your first name, and the first letter of your middle name.  A sample user name for Susan B. Anthony would be **anthonsb**

| Logging In/Out of the Alverno network | Screen Shot |
|---|---|
| 1. Press Ctrl +Alt + Delete to display the logon window if it's not already showing;<br>2. Enter your User Name;<br>3. Enter your password;<br>4. Be sure that "Alverno" appears in the "Log On to" box;<br>5. Click OK or press Enter |  |

Your password must:

- **Be 8-200 characters long;**
- **Contain a combination of upper and lowercase letters;**
- **Include numbers and/or other special characters;**
- **Not be the same as any of your last five (5) passwords;**

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| Logging In/Out of the Alverno network | Screen Shot |
| --- | --- |
| • **Passwords are cAsE-sensitive** <br><br> If you can't log into the network, your password may have expired.  Please go to the Password Reset page: https://passwordreset.emp.alverno.edu/pm/ to reset your password. | |

**Logging off the Network**
When you are finished using a computer on the Alverno network, **YOU MUST LOG OFF**.  **If you do not log off, other users will be able to access your H: drive or use your account inappropriately.**

| To Log off: | |
| --- | --- |
| 1. Click the **Start** button <br> 2. Click the arrow next to Shut down. <br> 3. Click **Log Off.** | |

Remote Desktop Connection ▶

Cherwell Service Management

iTunes

Windows Explorer ▶

Adobe Acrobat XI Pro ▶

Calculator

Event Scheduling

Wondershare Data Recovery

▶ All Programs

Search programs and files 🔍

Shut down ▶

Switch user
Log off
Lock
Restart
Sleep