

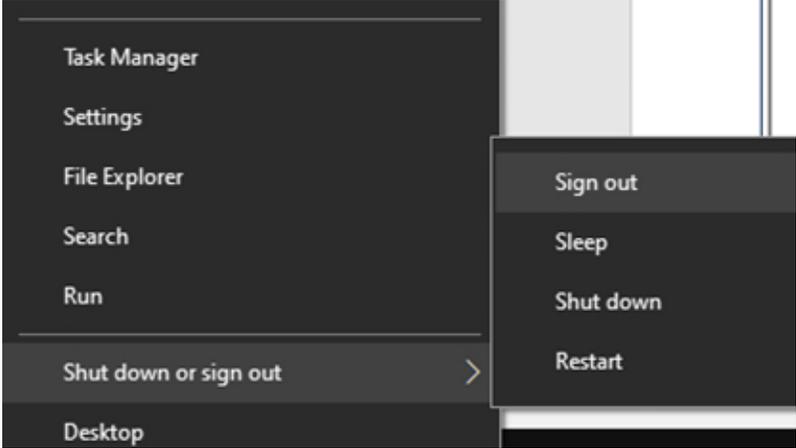
## Logging into the Alverno Network

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 on campus.	Screen Shot
<ol style="list-style-type: none"><li>1. If the computer is turned on, move the mouse to "wake up" the computer;</li><li>2. Enter your User Name;</li><li>3. Enter your password;</li><li>4. Be sure that "Alverno" appears in the "Log On to" box;</li><li>5. Click OK or press Enter</li></ol>	
<p>If you can't log into the network, your password may have expired. Please go to the Password Reset page on another device: <a href="https://passwordreset.emp.alverno.edu/pm/">https://passwordreset.emp.alverno.edu/pm/</a> to reset your password. Your new password must:</p> <ul style="list-style-type: none"><li>• <b>Be 8-200 characters long;</b></li></ul>	

<b>Logging In/Out of the Alverno network on campus.</b>	<b>Screen Shot</b>
<ul style="list-style-type: none"><li>• <b>Contain a combination of upper and lowercase letters;</b></li><li>• <b>Include numbers and/or other special characters;</b></li><li>• <b>Not be the same as any of your last five (5) passwords;</b></li><li>• <b>Passwords are cAsE-sensitive</b></li></ul>	
<p><b>Logging off the Network</b> When you are finished using a computer on the Alverno network, <b>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.</b></p>	
<p><b>To Log off:</b></p> <ol style="list-style-type: none"><li>1. Right mouse click the <b>Start</b> button</li><li>2. Click the arrow next to Shut down or sign out.</li><li>3. Click <b>Sign Out.</b></li></ol>	

**Please note: For security reasons, there is a network limit on the number of times you can attempt to log in with the wrong username and/or password before you get locked out. If there are three or more failed login attempts, the account will be locked for three minutes.**