

Office of Information Technology

Setting Up your Computer Account

To obtain an account, you must sign and agree to abide by the [User Account Authorization Form](#). Please submit your signed form to the Office of Information Technology, Third Floor – Room 304, via Interoffice Mail.

You will be contacted with the details of your account once it has been created. Individuals who have forgotten their user account name or password can fill out the same form and write "Renewal" or "Forgotten Account" at the top, and forward the form to the Office of Information Technology.

Once you have obtained an account, please follow the directions below.

Getting Connected:

- If you are using Window 10 or 11, press **Ctrl+Alt+Delete** to log on or to log off.
- In the **User ID** box, type your user ID (e.g. **user1234**). User lower case
- Leave the password field blank
- At the "**Log on to**" box select the **OPTNET** domain
- When you first try to login, the system will require you to change your password
 - Leave the old password blank, type in a new password, and then confirm the new password
 - Follow the guidelines on the [Acceptable Use and Electronic Mail policies](#) (see Policies) for selecting a secure password
 - Click [OK]
- If you wish to change your password in the future, press **Ctrl+Alt+Delete**, then select **Change Password** and proceed as above. Be sure to select a password you will remember.

Saving Documents

- All documents should be saving the **H:** drive. This is located on a central server and may be accessed anywhere in the College when you log into a networked computer under your user account

Setting up your folders

- Click on "My Computer" icon (top left)
- Find the H: drive and double-click to open it

Creating new folders

- Click on File/New, select Folder, rename (e.g. temp, Myfiles, etc.)
- To rename a folder, either type new name in the box after creating it, or right-click your mouse and select rename

Accessing applications

- **Microsoft 365 (Office 365)**
 - When prompted to type in your user name (e.g. user1234@sunyopt.edu) and password for the Microsoft 365 Home screen, then select an application

PLEASE LOG OUT OF YOUR ACCOUNT WHEN FINISHED

Logging out using Windows 10 or 11

- Option 1: Press **Ctrl+Alt+Delete**, then select **Sign out**.
 - This will permit another user to log on under their user name without having to totally reboot the computer
- Option 2: Click on **Start** menu, then select the **Power** icon, then select **Shut down**.