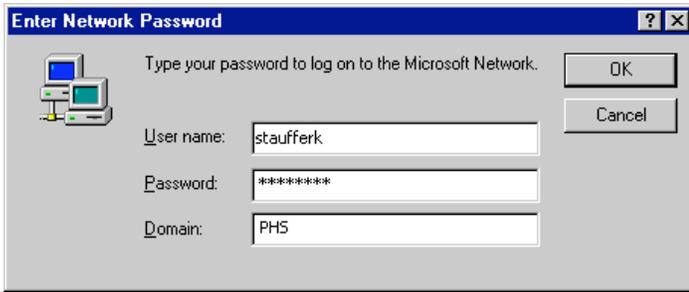


How STUDENTS login to the new Curriculum Server DIEGO:



Your user name is your last name, first initial. Your teacher will give you your password for the first time that you login.

The first time you log in, you will be asked to set a new password. [if you are using the Windows 98 operating system, a new confirm password window will show up].

On Windows 2000, you will need to hit ctrl-Alt-Delete and click *Change Password*.

Remember: If your first time login attempts fail 3 times, stop using your birth date for the password; use cghs
After you have changed the password to your own private password, you are the only one who knows this password.



When you open **My Computer**, this is what you should see [if view is set to list]:

H: Is your home directory. It is your private space in which you can save your work. You will be able to find/access this file on any school computer that you login with.

K: is a shared space to which the students have read-only access. Teachers can add and delete files in this directory. Students can open these files, then go to **File** —>**save as** and save them to their files on the **H** drive or just print them out.

All of these directories are backed up nightly to protect your data.

*****Remember to log off or shut down your computer if you are going to leave it unattended. While logged in, everyone who sits down at that computer has access to your files. They can add, change or delete information.**

YOU ARE ALWAYS THE ONE RESPONSIBLE FOR WHAT ENDS UP IN YOUR FOLDER. DO NOT GIVE OUT YOUR PASSWORD!***

Troubleshooting Tips:

If you get a warning message that no domain server was available to validate your login, click on the cancel button. This will bring you back to the login window. **Make sure the domain name says CGHS** and login again. If you get the same message again, contact your teacher or the librarians

If *My Computer* doesn't contain the correct drives (H and K), restart and login again. If it is still incorrect, contact your teacher or the librarians.

If you need your password reset, please tell your teacher or the librarians. It may take a few days, so be careful.

You can opt to not login to the new server. Click on the cancel button or press the escape key on the keyboard to skip the log in window [after the window appears]. If you are not logged in, you will not have access to the H or K : drives. You will still have Internet access and can use the other programs. Deep Freeze will be in affect. **You will need to save your files to a disk or email them to your self.**