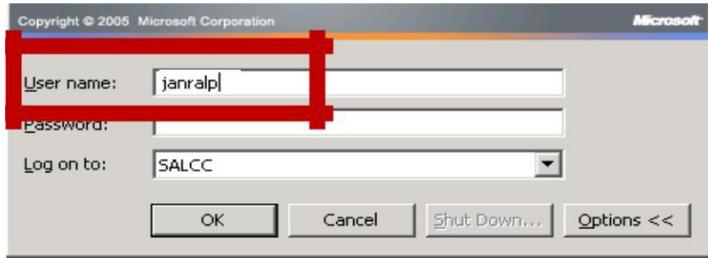


## NEW STUDENT LOGON PROCEDURE

1. **Username:** is the first letter of first name and first 9 letters of last name and the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Character of your ID

Eg. **Name** (Jane RalphLauren) **ID** (RA1234567) **Username** (jralphlaur234)

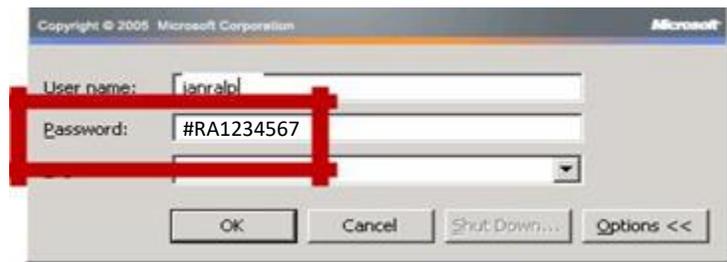


A screenshot of a Windows logon dialog box. The 'User name:' field contains 'janralp'. The 'Password:' field is empty. The 'Log on to:' dropdown menu is set to 'SALCC'. The dialog box has buttons for 'OK', 'Cancel', 'Shut Down...', and 'Options <<'. A red box highlights the 'User name:' field.

If your last name has less than 9 characters use it as is.

Eg. Name (Jane John) ID (JO1234567) Username: (jjohn234)

2. **Password:** is your school ID Number with the “#” symbol in the front. Eg. ID# (RA1234567) Password (#RA1234567)



A screenshot of a Windows logon dialog box. The 'User name:' field contains 'janralp'. The 'Password:' field contains '#RA1234567'. The 'Log on to:' dropdown menu is set to 'SALCC'. The dialog box has buttons for 'OK', 'Cancel', 'Shut Down...', and 'Options <<'. A red box highlights the 'Password:' field.

Passwords are case sensitive, so please put in password as seen on your School ID card

3. **Domain:** is “SALCC”

4. When you have been able to logon for the first time, you will be prompted to change your password. The new password must be at least 7 characters in length and must contain 3 out of the 4 categories of characters.

The categories of characters are:

- a. English uppercase characters (A through Z)
- b. English lowercase characters (a through z)
- c. Base 10 digits (0 through 9)
- d. Non-alphabetic characters (for example, !, \$, #, %)

Password examples. “S!ster#1” “b0yfr!End” “J@ne88A” “+hom@\$” “Gateway1”

5. Each student has been provided with a mapped drive (called Home Directory [H:]) where their documents can be saved. These Home Directories can be accessed on any computer at the college when the user has logged on.
6. Maximum space allotted to the Home Directory is 1GB. This is intended for school purposes and **NOT** for personal use. Data from the Home Directory should be backed up frequently onto your personal pen drive. ITS will not be held responsible for any data that is lost or corrupted within the Home Directory.



Welcome to Sir Arthur Lewis Community College Wi-Fi. You have been assigned a token which is valid for ten (10) months. Access is limited to any one (1) device such as a laptop, cell phone or tablet.

Your Wi-Fi token is

(save the token in email or phone for future ref.)



Activating your Google Apps account **IS A MUST**. It gives you access to school email and many other powerful collaboration tools, for teaching, learning and research.

### TO LOG INTO YOUR GOOGLE APPS

Visit **www.gmail.com** to activate your account using the following information:

Email: [username@apps.salcc.edu.lc](mailto:username@apps.salcc.edu.lc)

Password: **your password**

**Username:** 1st letter of your First Name + **First 9 letters** (for those whose surname is longer than 9) of your Last Name + 2nd, 3rd and 4th **DIGIT** of your ID number

Example:

Charles Darwin (ID Number: DA1234567)

**Username:** cdarwin234

**Your password:** The # sign + your ID number  
(NB – First two letters must be capitalized)

Example:

ID Number: DA1234567

**your password:** #DA1234567

∴ Email would be: [cdarwin234@apps.salcc.edu.lc](mailto:cdarwin234@apps.salcc.edu.lc)

Password would be: #ID1234567

Remember to complete the “2-Step Verification” where you are required to enter your cell phone number. This will be required in the event you need to reset your password.

The **Home Access** portal gives you remote cloud access to your share files on the SALCC File Server. Both staff and students have the ability to upload and download files to and from their assigned share directories. The advantage of this is that it gives one the ability to work on documents without the need to be on campus. To get to the Home Access Portal:

1. Open a web browser and type in the address bar <https://homeaccess.salcc.edu.lc>. Alternatively the link can be accessed on the SALCC Website ([www.salcc.edu.lc](http://www.salcc.edu.lc)) in the “**Connect to...**” section on the right hand side of the webpage.
2. You will then be presented with the webpage below asking for your username and password.
3. You will enter the username and password which you use to log into the SALCC network or in other words, the username and password used to log into a computer at the college. (department office or computer lab)
4. You will be presented with a Welcome Intro page speaking of the features which you can read and close after.
5. The main profile window will show three main tabs, you will click on “**My Files**” to access your home directory and any others shares assigned to you.
6. Click on the letter of the directory you want to access and you will be presented with the files and folders.

Please note that you cannot download folders directly, only some files types due to the security of the system. Therefore if you need to download an entire folder you must zip the folder first. Then you will be able to download it unto your computer or device. You need to right click on file or folder to access the commands.

The top menu bar will give you access to other features such as **Direct Edit, creation of New Folders, Uploading of files, Copy and Paste**