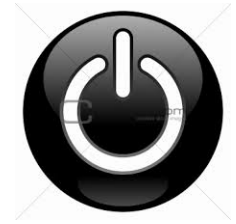


To get onto my computer

Find the power strip on the floor of the computer stand at my desk and click the toggle to ON.

Also, you must click on the button of my CPU (central processing unit – also known as the tower, which is also on the floor). The button is located just about at the center of the big black box. If you look closely, I believe it will have a power sign on it. It is not easy to see because it is all black on black.

The power button is actually a black RECTANGULAR button, but it should have this symbol in the middle. All teachers know where this is if you have problems finding it.



Wait until the computer stops at the login menu.

If the login menu doesn't show a place for you to enter a password, then you must click on the following keys:

Ctrl-Alt-Delete

This is best done by pressing on the Ctrl and Alt keys simultaneously with two left fingers, then quickly tapping the Delete key with a right finger.

The menu will expand and the first two fields should already be filled in for you, but in case they are not filled in correctly (or not at all), this will get you in. All is case sensitive, so use CAPs where shown.

District: **FCMS-MD** (think Forcey Christian Middle School – Maryland)

Domain/user name: **Steve-Shapero@forceychristianschool.org**

Note: if that doesn't work, enter Steve-Shapero@fcs.school

Password: (I will email this to you under separate cover)

To get to the Internet, look for the Firefox icon on the task bar at the bottom. You can pull up your email with the link I sent you, and the password will be in that email as well.