

## **Authentication: Faculty/Staff Computer Laboratory Login Procedures**

All CSI Faculty/Staff are required to log on to the computer that they want to use by typing in a User ID and Password. To obtain information about your User ID and password, speak with a College Assistant in any of the open computer laboratories, visit 2A-306D/1L-212 or call 982-3695/982-2345. The following boxes will appear when the computer is turned on:

### **Screen 1:**

For Use By Authorized CSI Students for Educational Purposes!!!!

Proceeding to the next screen means that you abide by the rules outlined in the College of Staten Island's User Responsibilities Policy and the City University of New York User Responsibilities Policy.

You **MUST** click OK to proceed to the next screen.

**Note: The default domain is set to SLAS. For Faculty/Staff to login, the domain must be changed to FLAS.**  
In **User Name** type your *Computer User ID*. Your user ID is usually in the following format: *firstname.lastname*

To change the domain, type the following in the **User name** field:

*FLAS\firstname.lastname*

In the **Password** field, type your *Password*

### **Screen 2:**

We recommend that you change your password. If you choose to do so, the password can be alpha, numerical or a combination of both. It must be at least 8 characters. It should be something that you won't forget and that no one else will know. To change your password, press the Ctrl, Alt, and Delete keys at the same time. The Windows Security screen will appear. Click on the change password button. On the next screen, you will need to enter your old password, new password and confirm the new password. Click OK.

When the system has authenticated your ID and password you will be able to access the programs on the computer. **Always remember to sign off of the computers. Remember, you are responsible for any activity that takes place on your account.**

**NOTE: Changing your FLAS password will also change your CSI email password.**