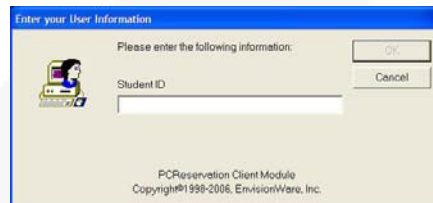





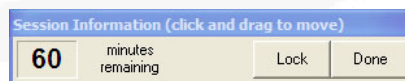
## Library Tech Support How-To:



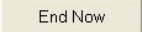
# LOGIN TO LIBRARY COMPUTERS P.1

1. Have your card scanned at the circulation desk (this only needs to be done the first time you use a library computer).
2. When you sit down at any computer in the library (there are computer's on every level) you will see a welcome screen (shown on right). Click [Available](#) to use that computer.
3. Enter the 14 digit number on the back of your Cleveland Community College ID card in the Student ID box of the window shown below.



4. Once you are logged in a window will display a Confirmation Screen. (right)
5. You can access the programs available to you via the  Menu.
6. Once you are logged in, there will be a Session Information window in the top middle of your screen. (below) The time is the length of time you have on that computer. If you need more time, contact a member of the Library staff.



7. If you need to leave the computer for no longer than 5 minutes, click the  button on the Session Information window and then enter a password that you can remember. You will have to retype this password to unlock the computer.
8. To logout click the  button on the Session Information window (above), and then click  at the window shown to the right.

