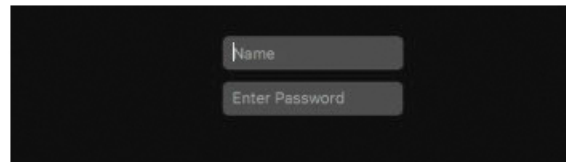


## Logging On To Workstations

1. At first, on the logon screen, you will see two fields, "Name" and "Enter Password".

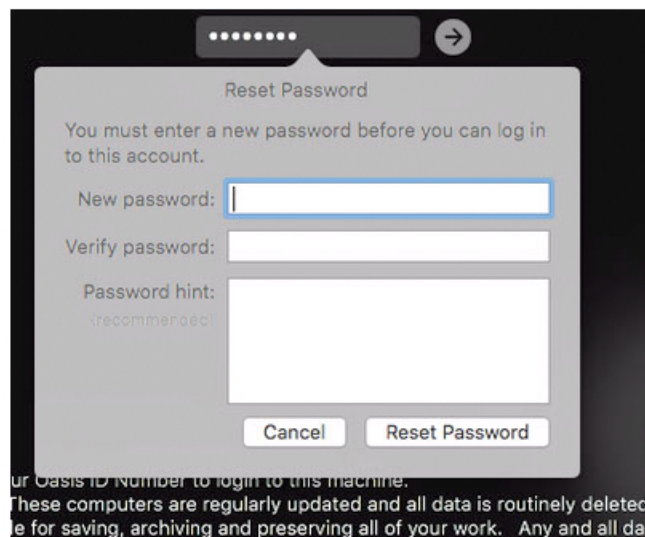


2. For your "Name" you will use your OASIS ID number. For your password you will use your first name initial capitalized+last name initial lower-case+your six (6) digit birthday.

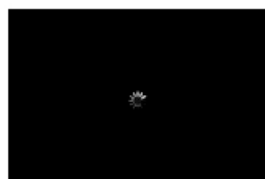
For example, if your name is Harry Potter and your birthday is July 31st, 1980, your password will be: Hp073180.

**NOTE: IF YOU ARE FACULTY, YOU WILL USE THE SAME USER AND PASSWORD AS YOUR EMAIL**

3. A prompt will appear asking you to change your password.



4. Enter your new password twice to verify. **It must contain an uppercase letter, symbol and be at least 8 characters long.** Click "Reset Password".
5. As this is your first time logging in to this workstation, it may take a few moments to logon. You will see a spinning icon with a blank screen while the workstation loads.



To report issues regarding logging on, please email [mne@office365.colum.edu](mailto:mne@office365.colum.edu)