Logging onto the Network

1. **Turn on the computer. If the computer and monitor are on** but the screen is blank, wiggle the mouse to bring the computer out of “sleep” mode or try turning the monitor off and on again.
2. **Wait** while the operating system loads. (You might have to click the mouse for a Log on box to appear.)
3. **In the Username** box, **type your login username**. You should have already retrieved your username this summer when setting up your course schedule on campus. This username does not include @mlc-wels.edu.
4. **Tab** to or **click** in the **Password** box.
5. **Type in your network password**. If you logged into the Portal previously, use the password you created at that time.
6. Press the **Enter key** or click the **arrow** button.
7. **If you encounter problems during login**, contact **IT Services**, room 293, (507) 233-9100, or support@mlc-wels.edu, for assistance.
8. When you log in, your **password** might be **expired**. See these instructions for changing your expired password.

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