



# How to Logon And Print Guide

## New Student Log In

There is a new procedure to log on to computers in the computer lab and library. Your username is the first three letters of your first name and your entire last name. Your password is your ID without the “@” symbol if that applies.

Example:

If your name is Jane Doe and your ID number is @ 0123456789, then your login is:

Username: jandoe

Password: 0123456789

You will be asked to change your password after you first login.

**Note:** if you have a hyphenated surname, use the last portion of your surname. Do not include symbols in your username.

Also, make sure the log on to is **AUCNWSTRU** NOT R802

If you have any questions please contact Horacio at 847.969.4957 or Rm. 809.

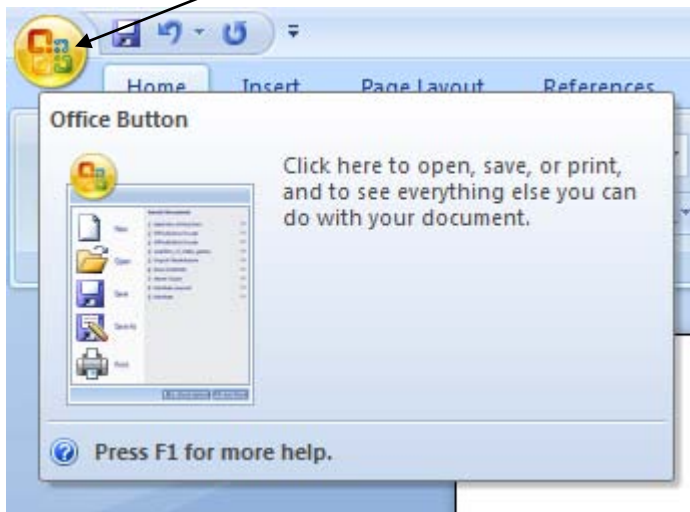
**Note:** You must have your student ID to reset your password if you cannot login.

## After You Are Logged In

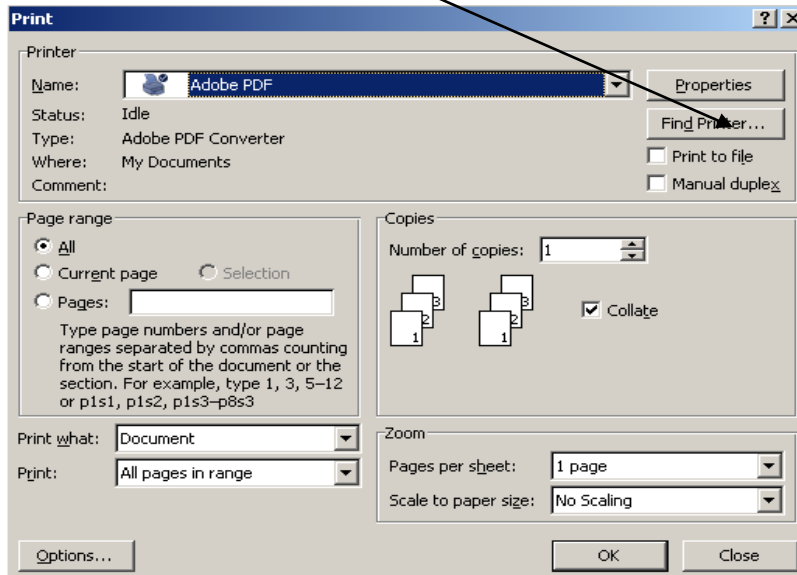
### How to Print In The Computer Lab Or Library

Note: Please have the name of the printer (example r 802-BW which is located on the front of the printer) on hand before continuing.

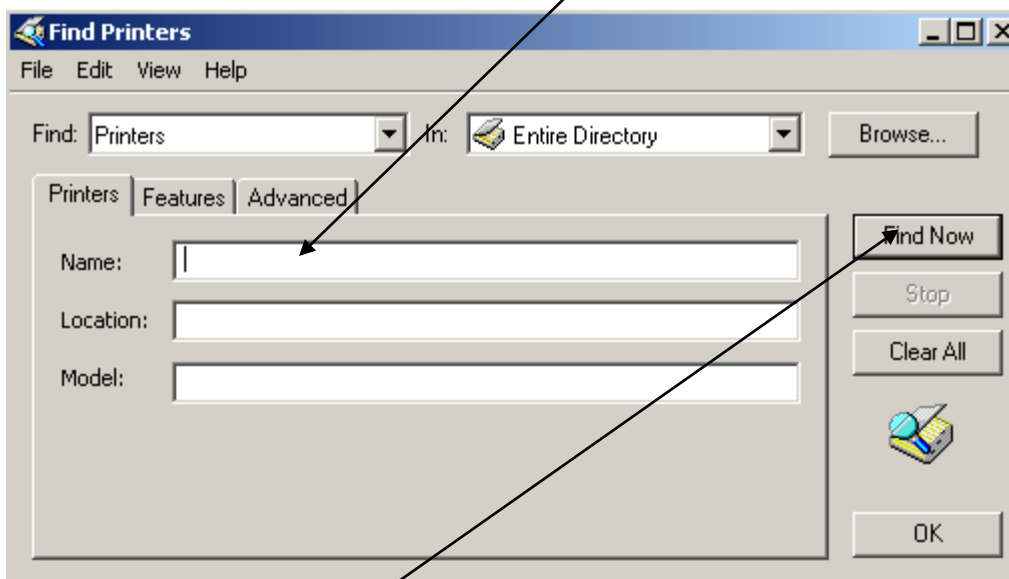
**Step 1:** Go to the “Office” button



**Step 2:** Click on the “Finder Printer” button

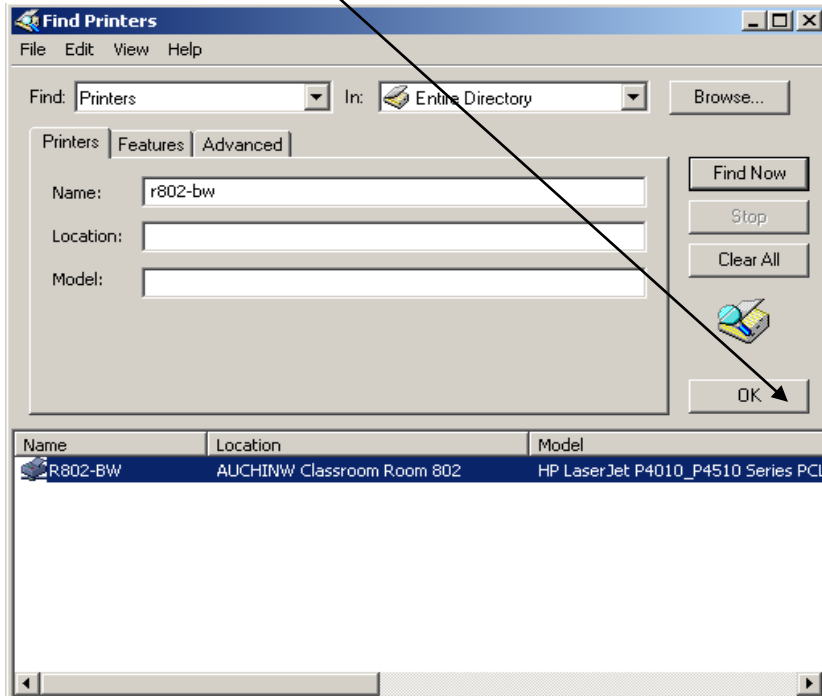


**Step 3:** Enter the name of the printer where the “name” is shown;



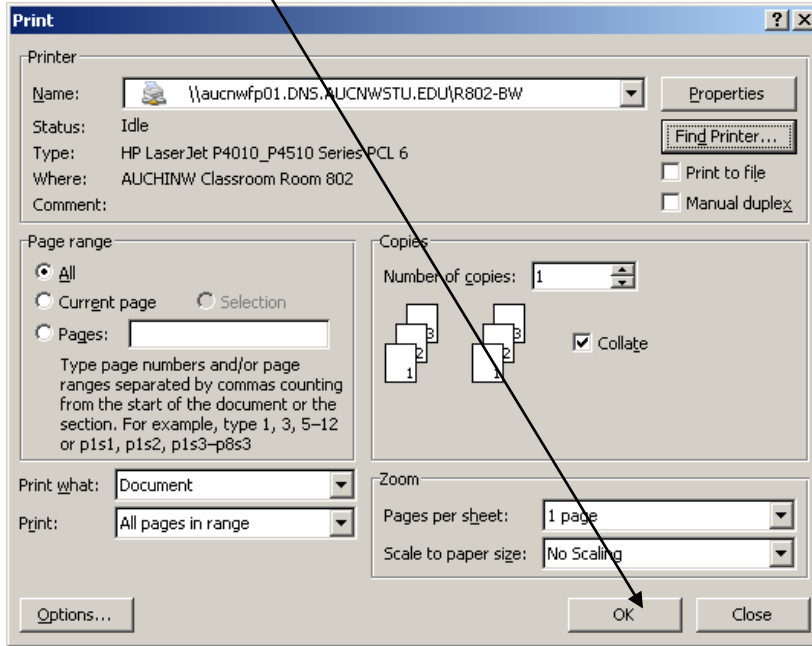
**Step 4:** Click on “Find Now”

**Step5:** Click on “Ok”



**Step6 :** Verified that the printer's name appears in the name box (like the one below)

**Step 7:** Click on "OK"



**Note:** If you would like to print more than once, it will save the printer for you. If you have any questions please feel free to contact the 8<sup>th</sup> floor front desk or the IT department.

### **Questions and Comments**

If you have any questions or concerns about how to logon or print please contact Horacio at 847.969.4957 or the 8<sup>th</sup> floor front desk.