

Guide to Setting Up Your **mercury.swin.edu.au** Account

Summary

- Using SSH / PuTTY connect to the server *mercury.swin.edu.au*.
- Log in with your mercury username and your SIMS password.
- When successful, this will trigger scripts to make your web server directories ready for use and display a confirming message.

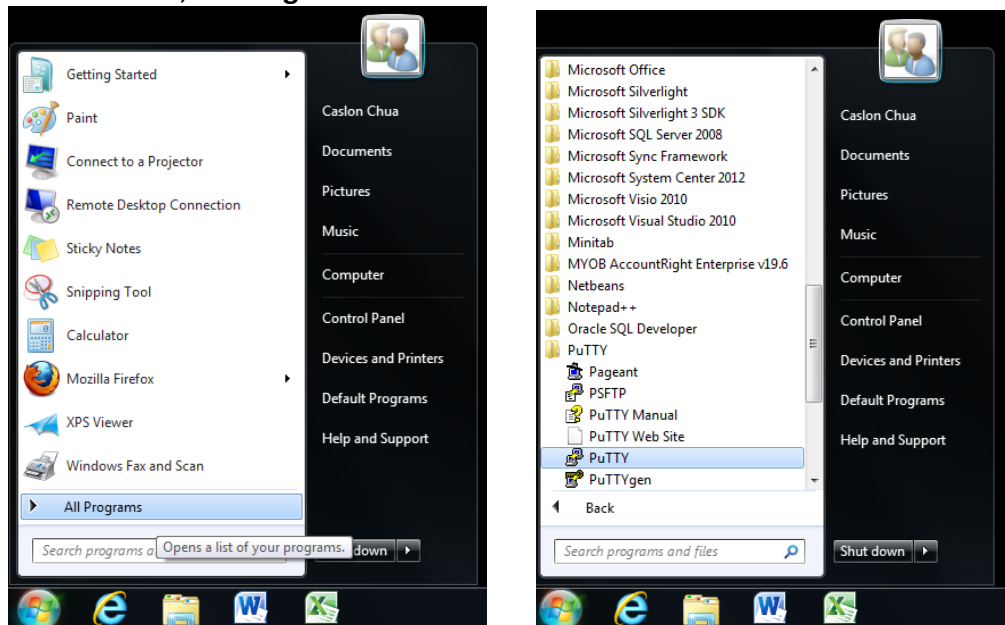
Once your mercury user work space and directories have been created, you generally will not need to use PuTTY again.

This procedure is simple, see the steps below, and follow the on screen prompts.

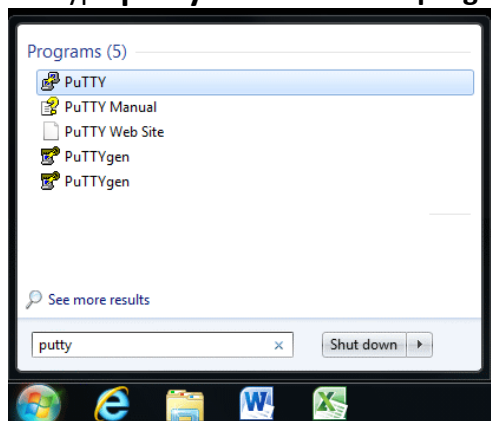
Procedure

1. Using **SSH / PuTTY** connect to **mercury.swin.edu.au**

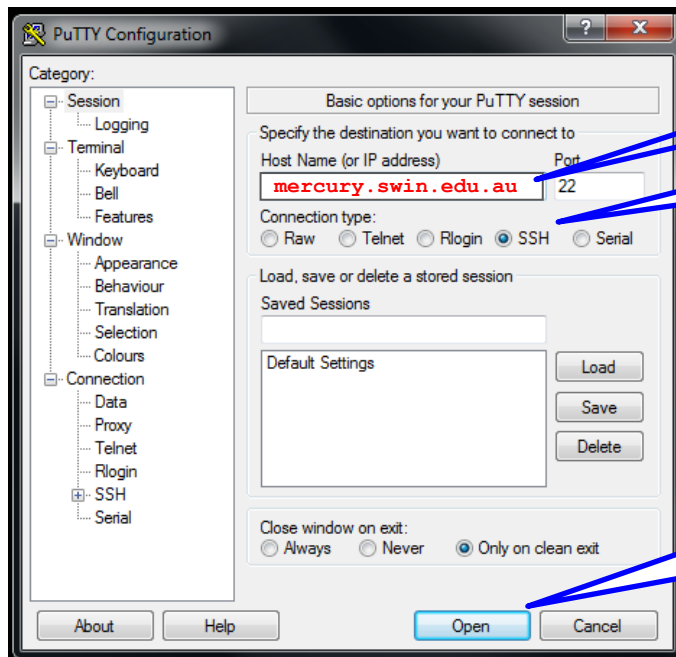
Click on **Start, All Programs** then **PuTTY**



OR type **putty** into the **Search programs and files** box.



2. In the PuTTY dialog box:



enter the host name as
mercury.swin.edu.au

Select SSH

Click the “Open”
button

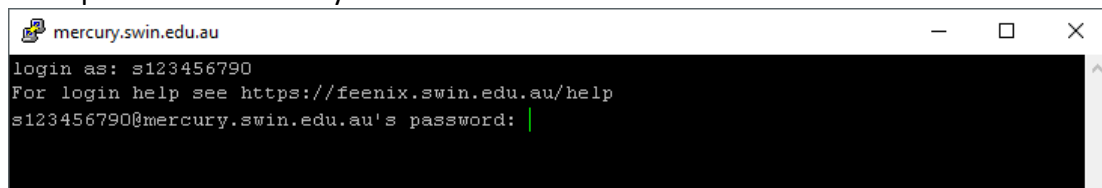
3. A command window will open:

Login using with your mercury username,

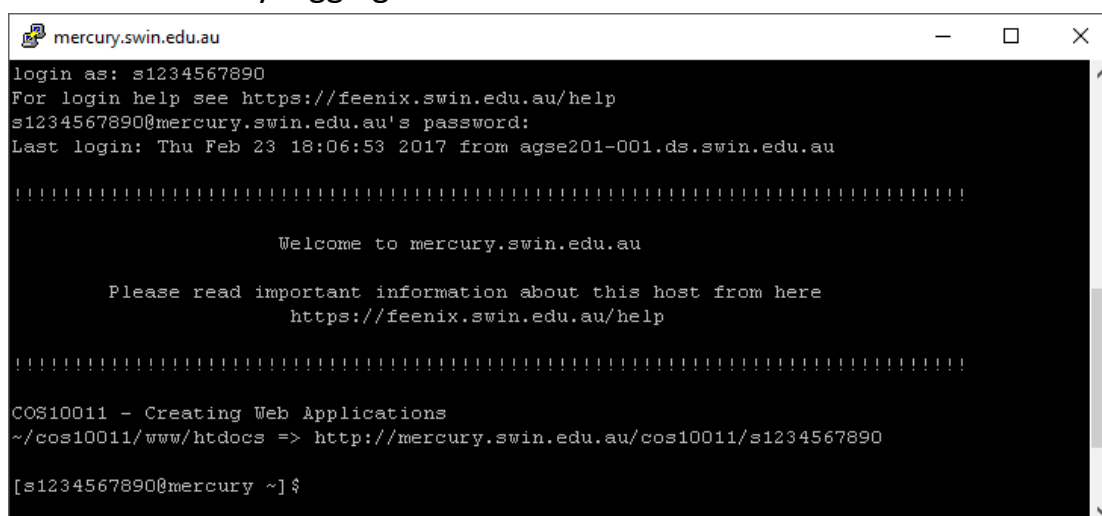
- this is an **s** followed by your 7-digit or 10-digit Student ID, eg. “s1234567”

Then enter your SIMS password *You will not see your password as you type it in!*

Then press the ‘enter’ key.



4. After successfully logging in:



You should see the welcome message that shows that your work space and directories have been successfully created.

5. Done

Type **exit** and press ‘enter’ or just close the window. PuTTY will close.