

# Logging in to a Computer for the First Time

## Logging in:

In order to login to a computer first make sure the computer is locked and not currently open with another user's account. Press Windows Key + L at the same time to take you straight to the lock screen. Once at the lock screen press the spacebar or click on the screen to bring up the login page. There may be someone else's name showing up which is ok. Go to the bottom left hand corner of the screen and click on "Other User". For the username type in your email, for example [helpdesk@mywinterhaven.com](mailto:helpdesk@mywinterhaven.com). Then type in your email password. This should have been given to you by I.T. or your supervisor. If you do not know what your password is you can call Technology Services at (863)291-5679 or submit a ticket and we can reset it for you.

Once you type in your email and password, if it is your first time ever logging in it will ask you to change your password. Make sure to pick something secure and memorable as this will be your new password that you will use to login to computers as well as your email at <https://mymail.mywinterhaven.com>. Once you have changed your password you will then use that new password to sign in to the computer. Once you have signed in congratulations! You can now head over to the [Setup Steps for First Time Computer Access](#) article to make sure you have everything you need on the computer