Information and Digital Technologies
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Adding Automatic Login Items to Macintosh User Accounts

Please do the following to add automatic login items for a Mac User account:

1. Log into the Administrator account on the Macintosh.
2. Open **System Preferences** and select **Accounts.**
3. Open the User account that will be setup for Automatic Login to ARWEN.
4. Click on the **Login Items** button and leave the window open.

For ARWEN Access

5. Click on the Desktop to revert to the Finder menus.
6. Select the ***Connect to server*** option from the **GO** menu.
7. Type in the server address field –
   afp://arwen.sdsu.edu/ARWEN.DATA and either press **RETURN** or
   click the **Connect** button.
8. At the login window for the server:

   • Type the User's account name and password for this server as
     prompted.   If this is info you do not have, see Mark Figueroa. If not
     already done, he will have to setup the User's account name and
     password on ARWEN. ***NOTE***: *default password is #Lib1234 for new
     users.* OR if the User is there, have them supply the information
     and login.

9. Once the login process is complete and a Finder window appears with the
   ARWEN.DATA folder:

   • Open the **ARWEN.DATA** folder.
   • Drag the folder that is inside into the previously opened **Login
     Items** (step 4 above) window and release.   ***NOTE***: *For Library
     users, this will be the **Lib** folder and for DUS users, this will be the
     Dean folder.*

NOTE: *Optional if User requests - Hold down the APPLE and the Option keys;*
click and drag over an Alias of the Lib or Dean folder to the User's and Shared
folders.

For Window Launching

5. Open the **Applications** window.
6. Open the **Parallels** application folder.

7. Drag the **Parallels** application into the previously opened **Login Items** (step 4 above) window and release.

NOTE: *If desired by User, you can also hold down the **Apple** and **Option** keys to drag over an additional alias of anything in the **Login Items** window to the user's Dock and/or shared folders for shortcuts.*

NOTE: *Always logout and test the automatic login of these items, before leaving the Macintosh with the User.*