1. To log in to a CS lab machine, enter your email username (last name + first initial like **einsteiA**) and then enter your password: "union" followed by your ID number, such as *union1234567*

## To change your password: a) Click the icon on the upper-left to search for an application:

## 

## b) Type terminal in the search box to find that application. Click on Terminal to launch it.

## c) In the terminal window that appears, type

## yppasswd

## You will be asked for your old password (union*IDnum*) and then your new one. The computer will NOT show anything when you type your password. This is normal.

## d) Once you see the message that your password was successfully changed, type exit to quit the Terminal program. Then make sure it works by logging out (click the little gear icon in the upper-right) and logging back in again using your new password.

## Now let's make a folder where you can back up your work. You can create it on your USB drive, the Desktop, or in your Home directory that shows all the folders/files you have. To do the latter, click on the file cabinet icon in the dock to get a window like this:

**csc103**

## 

## Right-click in this window to create a New Folder named csc103. Save a backup copy of all your work into this csc103 folder. You should also create such a folder on your USB flash drive.

## When you login to one of our CS lab machines, you are actually logging into your account on our CS server named *orzo.union.edu*. That's why you can login to different machines and still get access to your files. You can access orzo from any CS lab. There are three:

## Olin 107

## Steinmetz 106 (PASTA lab)

## Steinmetz 209A (CS resource room)

## Finally, whenever you leave a CS lab, be sure to logout using the little gear icon in the upper-right.

## If ever a problem occurs in one of our labs (computer out of order, no paper in printer, etc.) please mail cs-it-help@union.edu to report it. We can’t fix it if we don’t know about it.