Technology Learning Center
User Logon
Student Information

User Name: ________________________________@acad.tri-c.edu

(No Spaces!)

What is User Logon?
The purpose of User Logon provides the following:
- Faculty/Staff access to any academic workstations in any of the TLC’s or areas designated.
- Student access to any academic workstations in any of the TLC’s or areas designated.
- Faculty will be able to request class folders created on the network for student access.
- Students will also have logon access using a logon name.

What is my user account? How do I sign in to the computer?
Your account is created once you have registered for a class. A TLC representative will assist you in obtaining your user logon account. Once you have received your user logon name, please logon to a computer using the following steps:
1. When prompted, press CTRL+ALT+DEL
2. When prompted, click OK at the Policy Agreement screen
3. You will then receive a login screen.
4. At the User Name field enter your user logon account information you obtained from the Web Lookup or from a TLC representative (Example: S12345678@acad.tri-c.edu)
5. Press the tab key to move into the Password field. Enter your birth date including slashes and no leading zeros (Example 5/1/1980). This is your initial password.
6. Click OK.
7. If this is the first time you are logging onto the system, you will be prompted to change your password.
8. Follow the steps to enter a new password (write your password down).
   Please make sure that your password has a minimum of 8 characters (maximum of 21 characters). Please also include a numeric or special character, and at least one capital letter. Examples: (Apples22, Oranges!! etc.).
   ➢ You will be prompted in 90 days to change your password.

What do I do when I am done using a TLC station?
It is very important to log off or restart your station when you are done. Remember to do this in order to protect your identity.
1. Click on the button labeled “Start” in the lower left corner of the screen.
2. Select Log Off or Shut Down at the bottom of the Start menu.
3. If you selected Log Off: Click “Yes” if you are sure you want to log off. If you selected Shut Down: Select “Restart” from the drop down list and click “Yes” if you are finished.
FAQ

What happens if I forget my password?

If you forget your password you will need to contact a TLC Representative in order to have your password reset. You will be required to present a CCC Student ID, Ohio Driver’s License or State of Ohio ID. **Without proper identification, your password reset could be delayed.**

What is the difference between disabled or locked out?

A student account is disabled if he/she is under investigation for disciplinary reasons or has violated the CCC Computing Policy. The student must meet with the Dean of Student Affairs or designee prior to having the account enabled. Your account can become disabled if you have not used it for an extended period of time (90 days or more of inactivity will cause an account to be disabled). You will need to see a TLC representative to begin the process of enabling your account.

A student account gets locked out if the incorrect password is entered. The threshold is 3 tries and it could take up to 24 hours to have an account unlock itself or with the proper ID (CCC Student ID, Ohio driver’s license or State of Ohio ID), the account can be unlocked immediately. Please contact a TLC Representative for additional information and assistance.

<table>
<thead>
<tr>
<th>Account</th>
<th>Purpose</th>
<th>CCC Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account lockout duration</td>
<td>The amount of time an account remains locked</td>
<td>24 hours</td>
</tr>
<tr>
<td></td>
<td>after the max number of password (threshold) attempts have been reached</td>
<td></td>
</tr>
<tr>
<td>Account Lockout Threshold</td>
<td>The # of invalid login attempts before the account is locked out</td>
<td>3</td>
</tr>
</tbody>
</table>

What is password complexity?

The academic domain policy that was agreed upon during the acad.tri-c.edu domain design phase has the following settings for user passwords:

<table>
<thead>
<tr>
<th>Policy</th>
<th>Description</th>
<th>Tri-C Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password History</td>
<td>The number of past passwords that will be remembered</td>
<td>10</td>
</tr>
<tr>
<td>Maximum password age</td>
<td>The maximum length of time that a password is valid for</td>
<td>90</td>
</tr>
<tr>
<td>Minimum password age</td>
<td>The minimum length of time that password is valid for</td>
<td>7</td>
</tr>
<tr>
<td>Minimum password length</td>
<td>The minimum number of characters in a password</td>
<td>6</td>
</tr>
<tr>
<td>Password complexity</td>
<td>Password must meet complexity requirements of 3 of 4 character sets (upper case, lower case, numerals or punctuation)</td>
<td>Enabled</td>
</tr>
</tbody>
</table>

What happens to my account if I am no longer a student? Will I still be able to use the TLC Computer Lab?

You will still be able to use the computer facilities. You will not have access to any class folders or other resources associated with a course(s). You will continue to use your account.

What are class folders?

Class folders are created solely on the request of the instructor. Depending on where the class is held (campus) is where the folder will reside on the network. If your class folder was requested by your instructor, simply double click on the Academic Computing Root icon on the desktop. Select the campus and the course.

How do I access the class folders?

On the desktop there is an icon labeled: Academic Computing Root. Use the left mouse key and double click the icon. This will open and display several folders. Use the left mouse key and double click the campus folder where the classes are located (i.e. West Campus Folder). This will open up and display several class folders. Make sure that you select the correct class and semester (for example, Fall05). If you are looking for an English 1010 class, make sure that you select the English 1010 folder that corresponds to your course registration number (ENG1010-81807). The course related files will appear inside.

If you have any questions or need assistance, please stop by and speak to a TLC representative at any of the three campuses (East, Metro, and West) or you can call a TLC representative at:

- Eastern Campus – (216) 987-2067 or (216) 987-2068
- Metropolitan Campus - (216) 987-3679
- Western Campus – (216) 987-5596 or (216) 987-5241