

How to Login to a Company Computer for the First Time - Active Directory

Follow these steps to log in to your computer for the first time after joining the company:

Step 1: Get Your Login Details

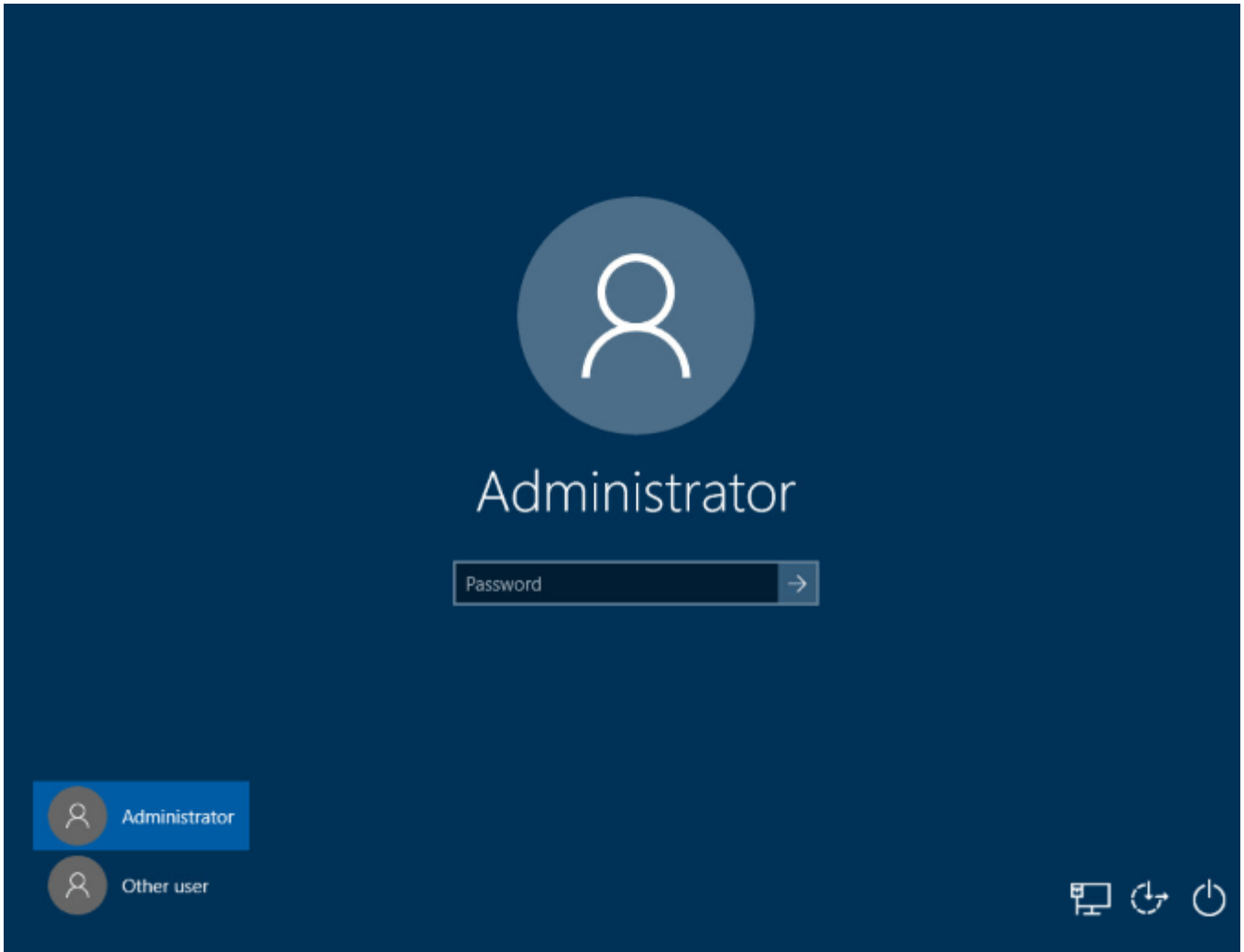
- **Username:** Provided by IT (e.g., `jdoe`). This is what you use to log in to your computer.
 - **Temporary Password:** A one-time password provided by IT for your first login.
 - **Email Address:** Separate from your username, used for communication (e.g., `yourname@companydomain.com`).
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Step 2: Turn On the Computer

1. Power on your computer and wait for the login screen to appear.
 2. Make sure the device is connected to the company network:
 1. **At the office:** The computer will usually connect automatically.
 2. **Working remotely:** Connect to Wi-Fi or an Ethernet cable.
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Step 3: Log In

1. **Click Other User:**



2. **Enter your Username:**

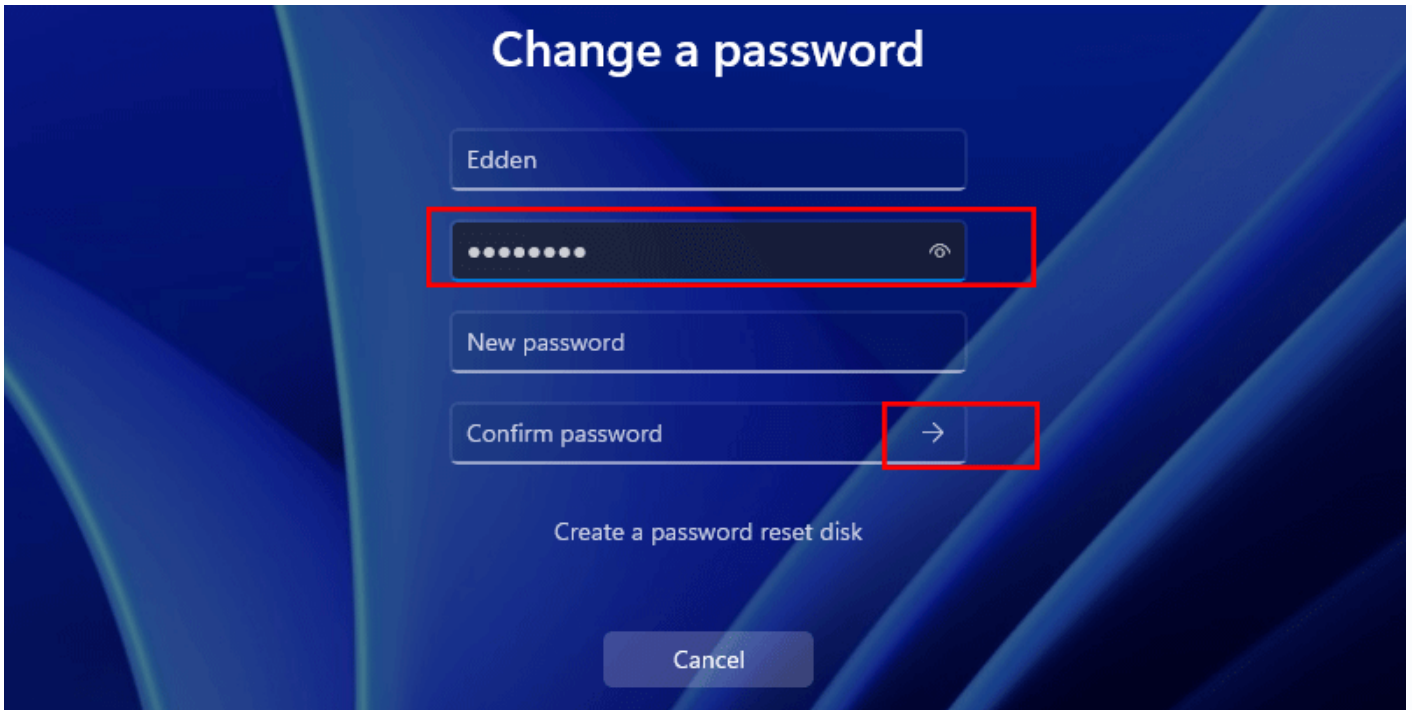
1. Use the username provided (e.g., `jd`). Do not include "@companydomain.com".

3. **Enter your Password:**

1. Use the temporary password provided by IT.

4. **Change Your Password:**

1. You will be prompted to create a new password. Choose one that meets company security standards:
 1. Use a mix of uppercase, lowercase, numbers, and symbols.
2. Example: `SecurePass2024!`.



Step 4: Confirm Access

- After logging in:
 - Ensure you can access your desktop.
 - Open tools like email, shared folders, or other company applications to confirm everything works.

Step 5: Get Help if Needed

- If you experience issues:
 - Double-check your username and password.
 - Ensure your computer is connected to the network.
 - Contact IT for assistance.

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