Introduction

The purpose of this document is to aid a student, faculty or staff member thru setting up their profile on a desktop that is a part of the LTU4 Domain. It is meant to be a step-by-step procedure.

Throughout this document the following terms will be used:

**User** – Referring to a Student, staff or faculty member of LTU.

**(User) Profile** – Referring to a set of folders, which contain files related to that user. Such as documents, pictures, and user information.

**Banner ID** – Referring to the nine-digit number, assigned to the user, to log into the BannerWeb.

**User ID (student)** – a User’s first initials of their first and last name plus their Banner ID. (i.e. User – John Doe, User ID – JD000000000

**User ID (faculty/staff)** – usually the last name of the user, sometimes preceded by the first initial of their first name. (i.e. User – John Smith, User ID – Jsmith or J_smith)

**Default Password** – the user’s date of birth. (i.e. DOB - 01/01/83, Default Password - 010183).

**LTU4 (Domain) Network** – this is the intranet here on campus. It provides access to all vital computer systems.

Requirements

In order to setup your profile you need to have a few things completed. You must have acquired a valid User ID and Password. You must have also acquired a computer (desktop) through from your department heads from the EDCC. You must also be connected to the LTU4 domain.
Starting

Step-by-Step

Step 1 - Power on the desktop.

Step 2 – Log onto desktop with your User ID.

a.) Press Control (key) + Alt (key) + Delete (key) where prompted.

b.) Where prompted for “User Name:” enter your User ID.

c.) Where prompted for “Password:” enter your current Password.

NOTE: The password should only be your default password if this is the first time you’ve ever used your User ID to login. If you are having problems you may contact the IT Helpdesk or have your password reset by going to S115. ** If you forgot your password, you must have it reset at S115. You must present a current University Photo ID card from the registrar.

d.) Where prompted for “Log on to:” choose LTU4 (domain).

e.) Then click on the “Ok” button or hit enter if the “Ok” button is highlighted.

Step 3 – Wait for Windows to Setup your profile.

If you have any problems with this process you may contact the IT Helpdesk.

Help Desk
Phone: 248.204.2330
E-mail: helpdesk@ltu.edu

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