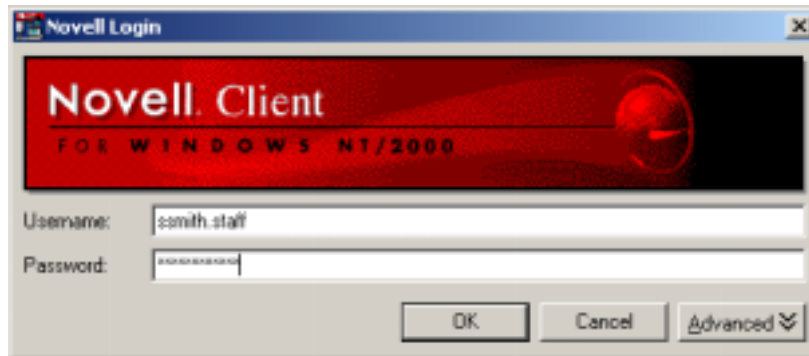


## Logging onto a PC in a Different Building

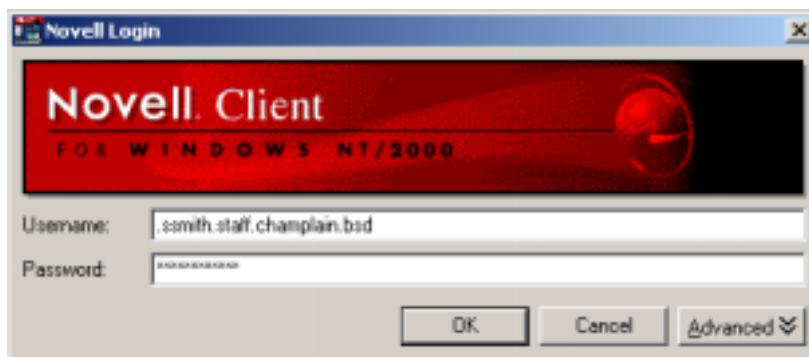
When a network account is created, the user of the account is assigned a “home school”. The home school is the user’s primary place of employment. When logging into the network on a pc in the home school, the network username consists of the individual’s first initial and up to seven letters of the last name, followed by **.staff** :



When using a pc in a different building, your network username has to be adjusted so that you can have access to your network files at the home school location. The format for your network username in a building other than your home school is:

**.networkusername.staff.homeschoolname.bsd**

For example: Susan Smith is a teacher at Champlain. If she would like to log on to a pc at Edmunds Middle School, her login in username would be: **.ssmith.staff.champlain.bsd** :



Your password always remains the same.