



# Technology Helper

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## Logging on to the File Server (Windows)

1. When the machine starts, input your **Login ID** and **Password** when prompted. Your username is your first initial followed by your last name with no spaces. Your initial password is the word “password”. The first time you log onto the network, the system will ask you to enter a new password.
2. After windows has started, click on Network Neighborhood.
3. Click on SRVR2.
4. Click on Vol E
5. Click on Teachers
6. You should be able to click into your folder from here.

### **\* FYI \***

You are the only one who has access to your folders. Your passwords are set up to ensure the privacy of your documents, however, administrators have the right to view your folder at anytime.