# Guide to Logging in on a Trust Computer

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### Logging In

Once you have turned on your PC you will be presented with the 'Login to Windows' screen.

Login to Windo	Y5	
Roya	Cornwall Hospitals	a
User Name:	1	]
Password:		]
Log on to:	ICT	2
Choose how to	OK Cancel	1
Password	Fingerprint D Token Proximity Card	
Forgot passwor	d? Shut down   Restart	1

Please type your ICT username and then type in your password.

If you do not know these then please call the IT Support Desk on 01209 88 1717 and ask for your computer login details.

If this is your first time logging in you will need to change your password.

Click the OK button.

Login to Windo	ws
Roya	I Cornwall Hospitals
User Name:	willsokj
Password:	••••••
Log on to:	ICT
Choose how to	OK Cancel authenticate with OreSign Fingerprint DiD Token Prosimity Card
Forget passwor	rd? Shut down   Restart

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# **Changing your Password**

On your very first password you will be prompted to change your password automatically so will not see this option.

You will be prompted to change your password about every 90 days. To do this hold your Control (Ctrl) keyboard button down as well as the Alt button and then tap the Delete key.

The Identification and Authentication menu is displayed, select the 'Change a password' option.

Lock
Switch user
Sign out
Change a password
Task Manager
Cancel.

To change your password please enter your current password first (Old Password) and then press the Tab key on your keyboard, or click to the next field with your mouse

Type in your new password, your password must be 8 or more characters long. It must contain a mix of three out of the following four character types:

- Uppercase letters (A to Z)
- Lowercase letters (a to z)
- Numbers (0-9)
- Symbols (!"£\$%^&\*)

It must also not match any of your last 4 passwords. Retype your new password in the Confirm password box.

8
Change a password
ICT\willsokj
Dtd password
New password
Confirm password
Sign in to: ICT How do I sign in to another domain?
Sign-in options
Cancel

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# Locking your Computer

Every time your leave your PC you must lock the screen to prevent someone else using it under your name.

You will be held responsible for any activity under your username.

To do this quickly on your keyboard hold down the windows key and tap the

letter L to lock the screen.



When the screen is locked you will see this screen with your username at the bottom.

	Login to Windows	
	Royal Cornwall Hospitals	
	User Name: Password: Log on to: ICT	
	OK Cancel Choose how to authenticate with OneSign	
	Password Fingerprint D Token Proximity Card      Forgot password? Shut down   Restart	
•	Royal Cornwall Hospitals	
Aspiring to provide Brilliant care to One+all		
	Karen Willson	

If you work in an area where lots of people may use your computer you may find other usernames are here as well.



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#### **Unlocking your Computer**

To unlock your Computer click your Name at the bottom of the screen and it will enter your username for you.

Then type in your password. The computer will return to the screen you left it on.

Login to Windo	ws		
Roya	I Cornwall Hospitals		
User Name:	Wilsokj		
Password:			
Log on to:	ICT		
	OK Cancel		
Choose how to authenticate with OneSign			
Password	Fingerprint D Token Proximity Card		
Forgot passwor	d? Shut down   Restart 📋		

When you have finished with the computer for the day please shut it down.

Click on the windows icon, bottom left of the screen, and click the Shut down option.



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### Shutting down your computer

If someone else is still logged into the computer you will get a warning message stating 'Someone else is still using this PC. If you shut down now, they could lose unsaved work'.

Should you still wish to log off, hold down the Ctrl and Alt keys and press Delete and select the Sign Out option. This will close your session but leave the other person logged in.



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