

# Windows Login Guide

## 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.



The screenshot shows the 'Login to Windows' dialog box. At the top, it displays the 'Royal Cornwall Hospitals NHS Trust' logo and the 'imprivat' logo. Below the logos, there are three input fields: 'User Name:' with a cursor in the first field, 'Password:', and 'Log on to:' with a dropdown menu showing 'ICT'. There are 'OK' and 'Cancel' buttons. Below these, there is a section titled 'Choose how to authenticate with OneSign' with four radio button options: 'Password' (selected), 'Fingerprint', 'ID Token', and 'Proximity Card'. At the bottom, there is a 'Forgot password?' link and 'Shut down | Restart' options with a power icon.

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 Windows

Royal Cornwall Hospitals NHS Trust **NHS** imprivata powered

User Name: willsokj

Password: [masked]

Log on to: ICT

OK Cancel

Choose how to authenticate with OneSign

Password  Fingerprint  ID Token  Proximity Card

[Forgot password?](#) [Shut down](#) | [Restart](#)

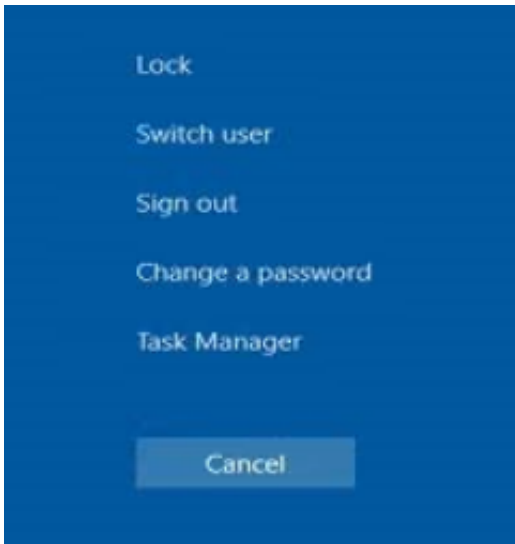
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## Changing your Password

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.



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.



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## Locking your Computer

Every time you 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.

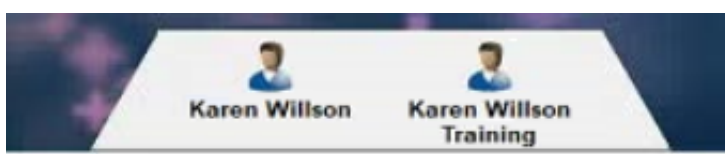


+ L = lock screen

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



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 Windows

Royal Cornwall Hospitals NHS Trust **NHS** imprivata powered

User Name:

Password:

Log on to:

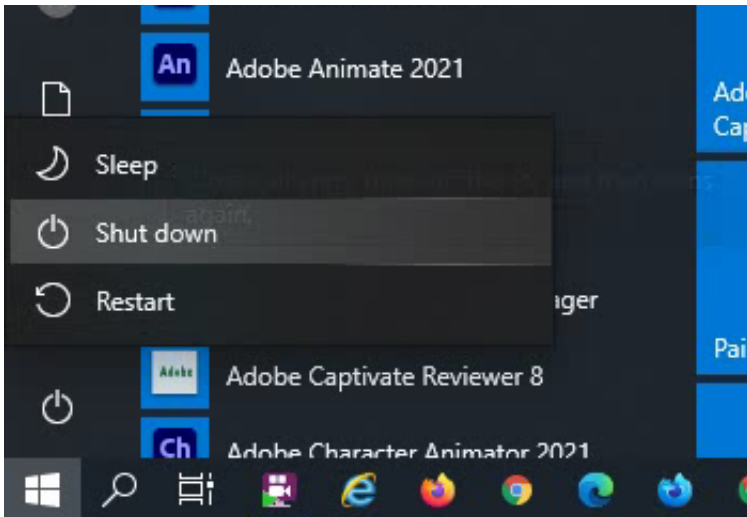
Choose how to authenticate with OneSign

Password  Fingerprint  ID Token  Proximity Card

[Forgot password?](#) [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.

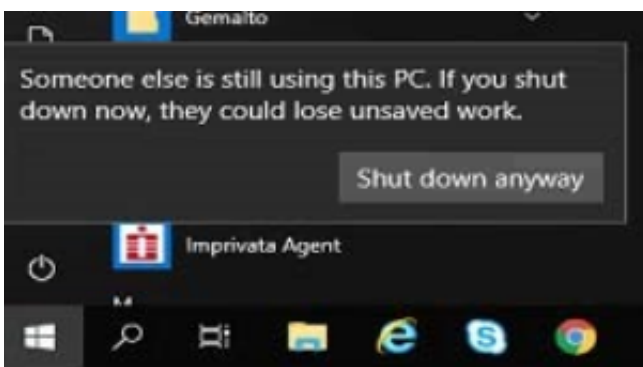


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## Shutting down your computer

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.



Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=87>