Windows Network Logon Instructions

Logon to Cuesta College Windows computer

1. If necessary, turn on the computer.

2. When prompted, hold down the [Ctrl] and [Alt] keys, and then tap [Delete] key once. *The login screen will display.*

3. If your username does not appear center screen, perform one of the following:

   **If using Windows 10...**
   
   a. Click Other User (lower-left).

   b. Enter your username in the “Username” field.

   **If using Windows 7...**

   a. Click Switch User.

   b. Click the Other User button.
c. Enter your username in the “User name” field.

**IMPORTANT**: If “Sign in to:” does NOT read “CUESTA”, prepend “cuesta\” to your username. (Example: cuesta\john_doe)

**IMPORTANT**: If “Log on to:” does NOT read “CUESTA”, prepend “cuesta\” to your username. (Example: cuesta\john_doe)

4. In the Password field, type your Cuesta password and then press [Enter].

**Locked Out?**

If another user has locked the PC, you can force the computer to restart.  
**Caution**: Forcing a restart may delete the user’s unsaved data.

1. Hold the computer’s power button down for 5 seconds.  
   The computer will shut down.
2. Wait 10 seconds and then press computer’s power button.  
   The computer will restart and the Windows login screen will display.

**Log off a Cuesta College Windows computer**

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<thead>
<tr>
<th>If using Windows 10...</th>
<th>If using Windows 7...</th>
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</thead>
<tbody>
<tr>
<td>1. Click Start (lower-left).</td>
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<tr>
<td>2. Click the User icon (above Start).</td>
<td>2. Click the arrow to the right of “Shut down”.</td>
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<tr>
<td>3. Click Sign out from the shortcut menu.</td>
<td>3. Select Log off from the shortcut menu.</td>
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