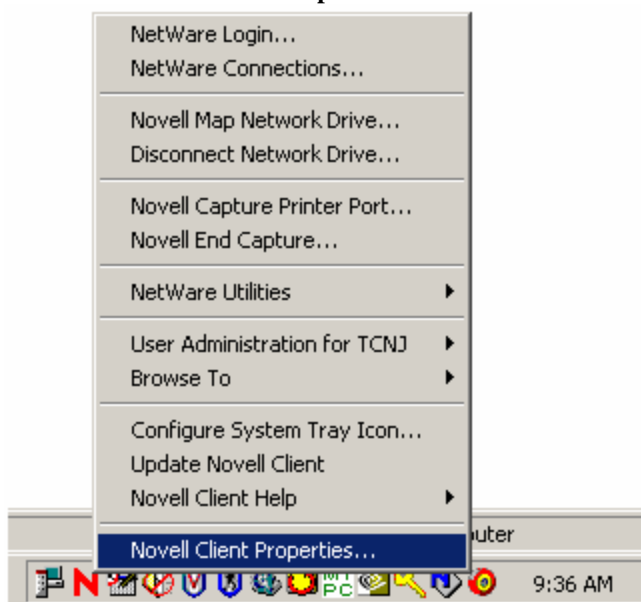


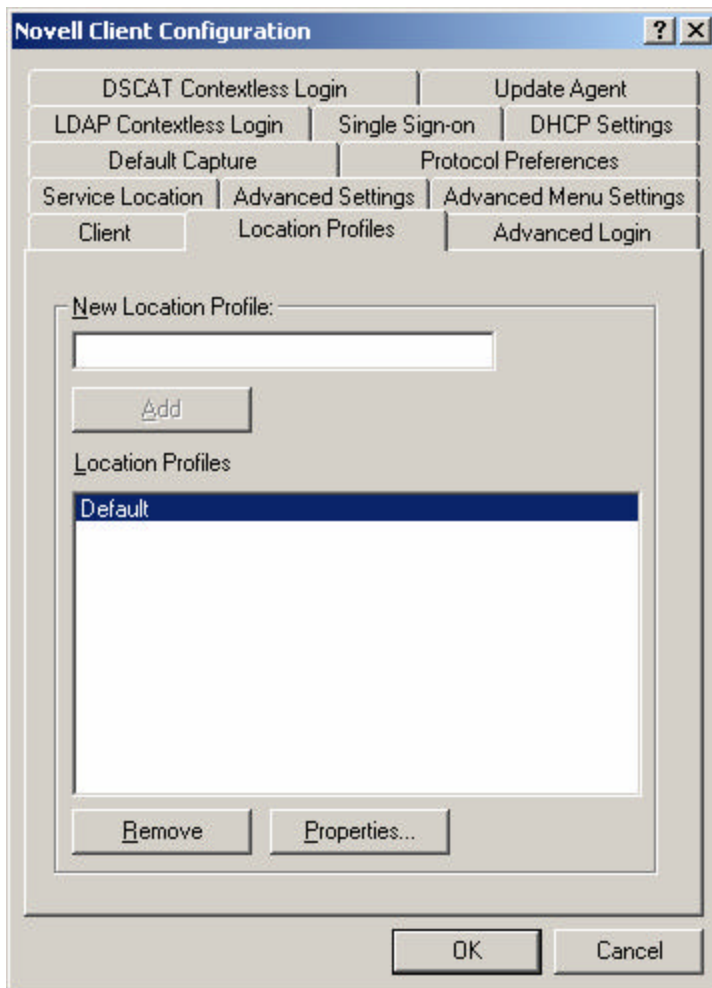
The College of New Jersey Office of Information Technology Help Desk

Directions for changing the default log-in name at startup

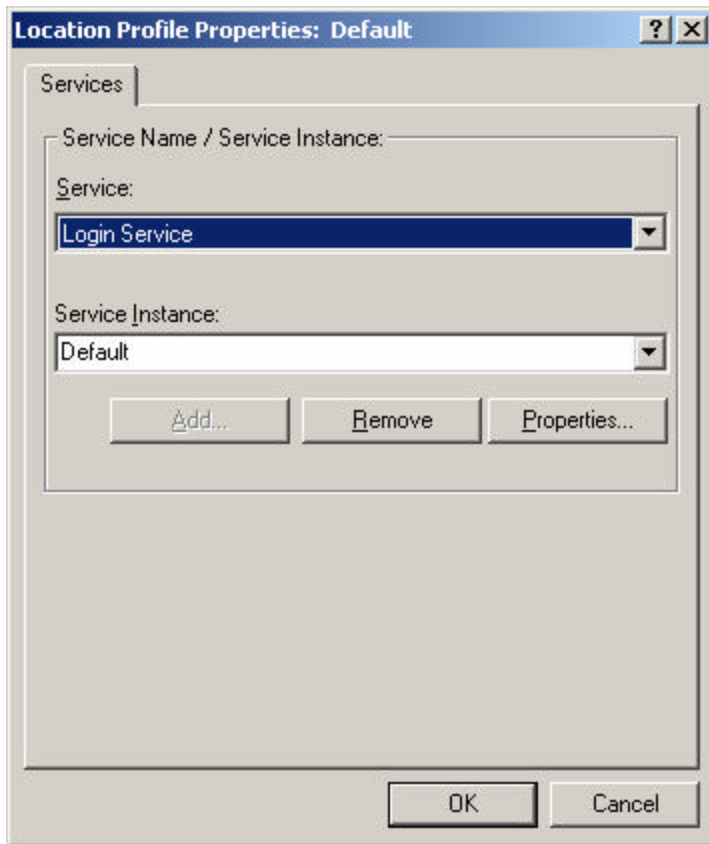
1. Right Click on the red **N** located on the bottom right hand corner of your taskbar.
2. Select “**Novell Client Properties**”.



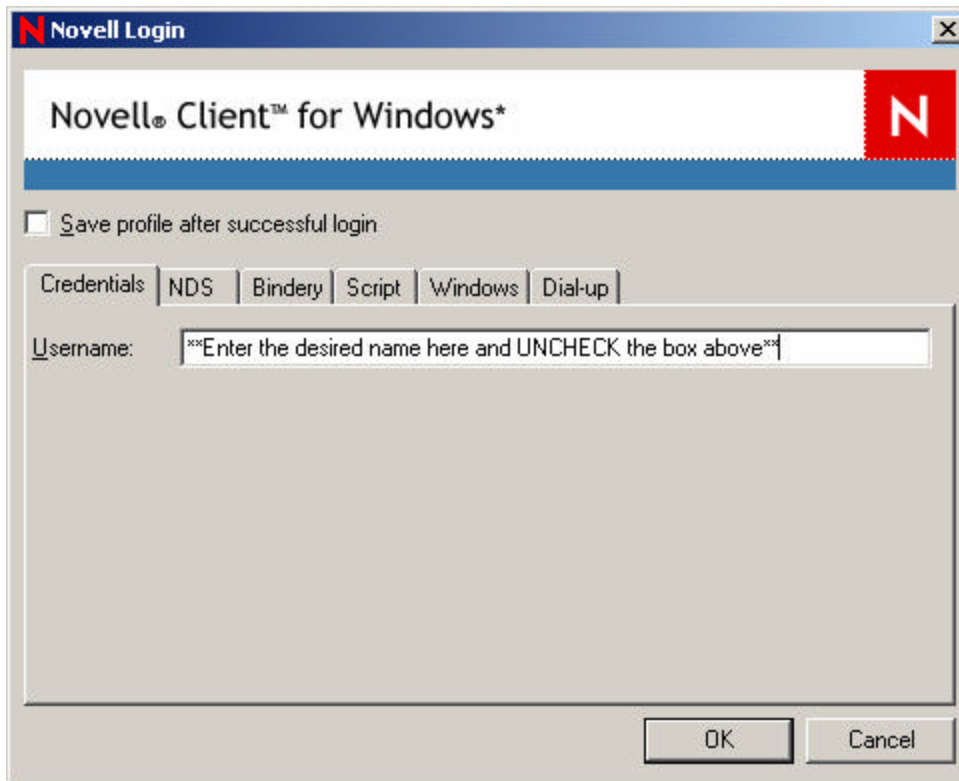
3. Find and select the “**Location Profiles**” tab.
4. Under “**Location Profiles**” area box, select “**Default**”.
5. Click the “**Properties**” button.



6. Select the **“Properties”** button under the **“Service Instance”** area box.



6. Enter the desired name in the location indicated below & uncheck the box if it is checked.
7. Select **“OK”**.



8. Once these steps have been followed, reboot.