City of Greeley First Time PC Login Guide

# Objective:

To guide users through the process of logging into their work PC using a network domain account for the first time.

# Steps:

Step 1: Power On the Work PC Ensure that the work PC is powered on and connected to the network.

Step 2: At the login screen, press any key or click the mouse. This action brings up the secure login screen.

Step 3: **Enter Your Network Domain Username and Password**

Your City of Greeley Username was provided in the email sent to your manager, but in case you don’t have access to that, your username is the **first seven characters of your last name and your first initial**. For a lot of folks this is your full last name and first initial, but if your last name is longer than seven characters it will be shortened. For example:

 If your name was **George Bush**, your username would be ‘**bushg**’

 If your name was **George Washington**, your username would be ‘**washingg**’

For all users logging in for the first time, the password will be **welcometothecityofgreeley** - note there are no capital letters and no spaces!

Step 4: **First-Time Login: Password Change**

Since it’s your first time logging in and we use a default first password, for security reasons we require you to change your password at your first login. Follow these steps to do so:

The current password (welcometothecityofgreeley) will automatically be filled in the ‘Current Password’ field. Note, however, if you mistype the new password you will need to re-enter this in the top ‘Current Password’ field.

Create a new password. At the City of Greeley, our password requirements are:

 **Password must be 18 characters long**

 **Password cannot contain your name or the word ‘password’**

And that’s it! You are allowed but not required to use numbers and/or special characters (including spaces).

Confirm the new password by typing it again in the "Confirm Password" field. You can click the ‘eye’ marker on the right side to view what you’re typing and ensure there are no typos.

Step 5: **Wait for Profile Configuration**

The first login on any computer may take a bit longer as the system configures your user profile. This includes setting up your personal settings, desktop background, and other user-specific configurations. Be patient and allow the system to complete the setup process.

# Need Further Assistance?

## Contact IT Support

#### Email: service.desk@greeleygov.com

#### Phone: 970-350-9300

