

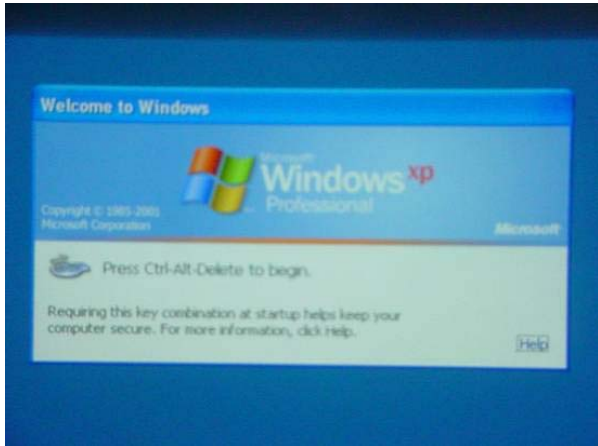
# Smart Classroom Login Information & Procedures: Windows 2000/XP

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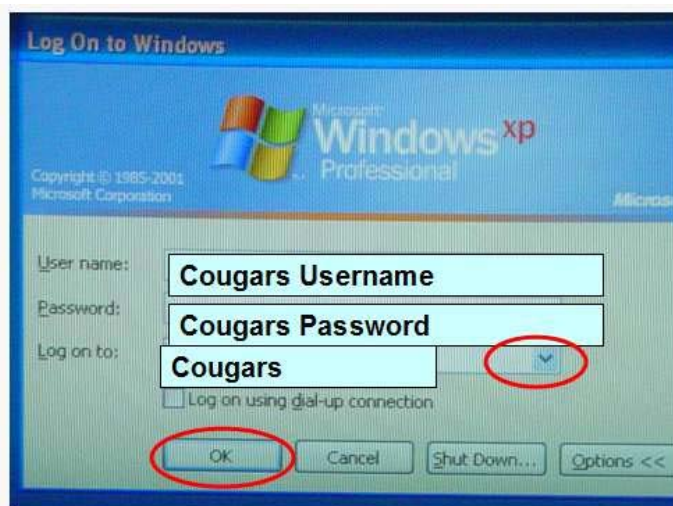
## Using your Cougars Login in a Smart Classroom

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- Press **Control – Alt- Delete** to login into the machine



- Type your **Cougars username** in the user name field
- Type your **Cougars password** in the Password field
- Select Cougars for the Log in to field (if necessary)
- Click **“OK”**



- **IMPORTANT!** REMEMBER TO LOG OFF OR RESTART THE MACHINE BEFORE YOU LEAVE THE CLASSROOM.

## Things to note about cougars usernames and passwords:

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- **Cougars Password:** Also called Network or Domain password, allows access to the campus' network as well as college issued email accounts. This password can be changed through [Cougar Trial](#) on the web or by contacting Helpdesk at 953-3375.
- **Cougars accounts :** Generated automatically when a faculty/staff member is hired

- **Permanent employees:** cougars accounts and e-mail addresses are enabled immediately
- If an **adjunct professor** does not have an active cougars account they can call Helpdesk at 953-3375 to activate their account. If they want an e-mail account they can also request it at that time.

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### Procedure for Requesting a Guest Account for Non CofC Use

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Requests for a temporary cougars account for non CofC users (guest speakers) need to:

- Be sent in writing by the responsible party (a CofC faculty or staff member) to [helpdesk@cofc.edu](mailto:helpdesk@cofc.edu)
- Requests must include the user's full name and the length of time the account needs to be active.