



## COMPUTER LOGIN INSTRUCTIONS FOR CERTIFICATED AND CLASSIFIED SUBSTITUTES

### 1. UPON ARRIVAL AT SITE:

- A. Check in with the site secretary or designated personnel.
- B. Pick up the room keys (if applicable).
- C. Receive your timecard.
- D. Verify that you know your – Employee ID number (9 characters beginning with E...) and your AESOP assignment confirmation number (8 or 9 digits) as you will need these to login to a District computer.

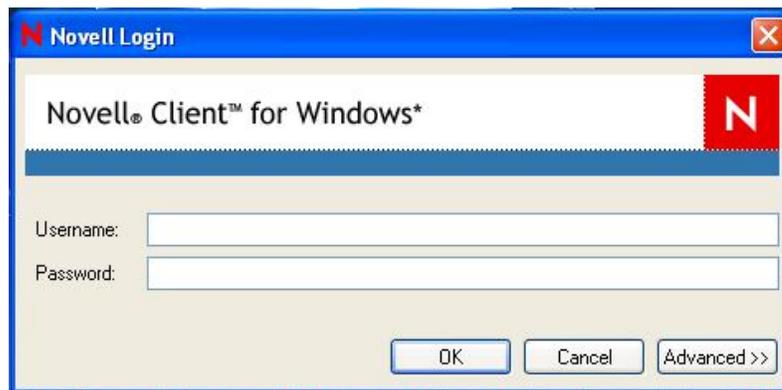
(If you do not have either of these numbers please ask the site secretary or designated personnel for assistance.)

### 2. ACCESSING A COMPUTER:

- A. To access a District computer you need to **LOGIN** to **NOVELL**. Depending on what type of computer you are using you will see the following screen:

#### ***DISTRICT “LOGIN SCREENS”***

For **Windows XP**, the screen will look similar to the image below:



You must enter your *Username* in the following format: *.YourEmployeeID.interim.lbusd*

**EXAMPLE** *.E123456789.interim.lbusd*

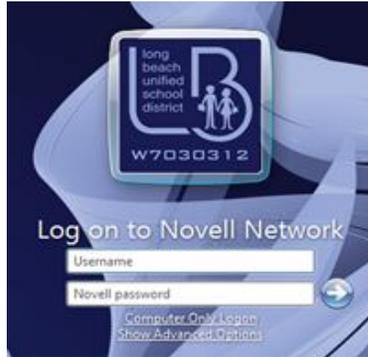
Please note that your Employee ID must be preceded by a period (.) and followed by *.interim.lbusd* (there are also periods AFTER your Employee ID and between “interim” and “lbusd”)

Your *Password* is your substitute Assignment Confirmation number from AESOP ( 8 or 9 digits).

**EXAMPLE** *99812345 or 100123456*

After entering your Username and Password, press the enter key.

For **Windows7**, the screen will look similar to the image below:



For the *Username*, simply enter you Employee ID number.

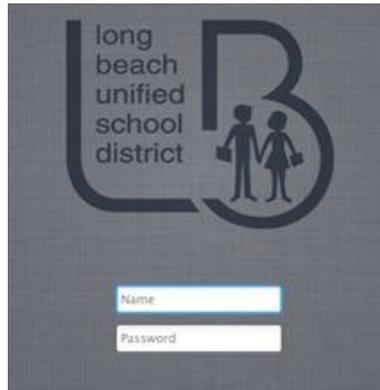
**EXAMPLE** E123456789

Your *Novell password* is your substitute Assignment Confirmation number from AESOP ( 8 or 9 digits).

**EXAMPLE** 99812345      *or*      100123456

After entering your Username and Novell password, press the enter key

For **Apple “Mac”** computers, the screen will look similar to the image below:



For the *Name*, simply enter you Employee ID number.

**EXAMPLE** E123456789

Your *Password* is your substitute Assignment Confirmation number from AESOP ( 8 or 9 digits).

**EXAMPLE** 99812345      *or*      100123456

Congratulations. You are now logged in to the computer and can access the Internet, Microsoft Office and printers.