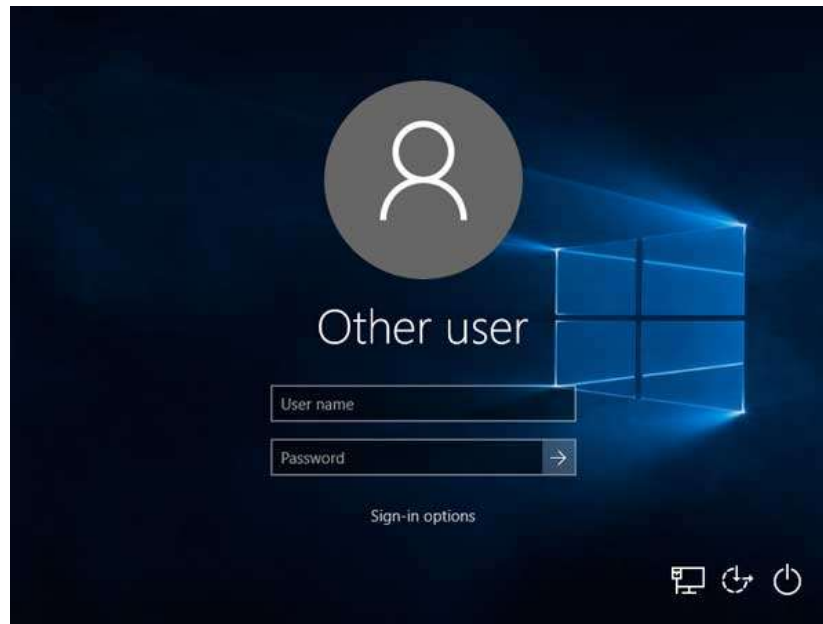


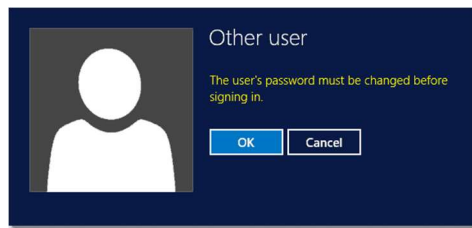
Logging In To Active Directory on a Windows PC

1. When you first turn the computer on and Windows starts you should be presented with a welcome screen labeled **“Press CTRL + ALT + DELETE to log on”**
2. Press CTRL + ALT + DELETE simultaneously and the screen should change to a new screen with two blanks labeled **“User name”** and **“Password”**



3. Your user name will be your **first initial** followed by your **last name**. Type this into the **“User name”** blank. If there is already a name on this screen press **“Other User”** in the bottom left hand corner.
4. Your password for the initial login is **Qsd@1212**. Type this into the **“Password”** blank. If you have already changed your password, type this password into the password blank.
5. You can click the arrow to the right of the **“Password”** blank or press enter on the keyboard. If you have already changed your password, continue to **Step 9**.

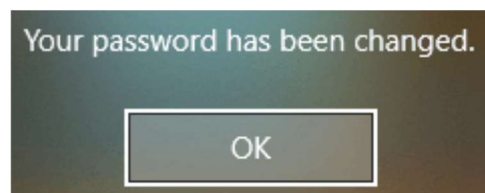
6. After clicking the arrow or pressing enter on the keyboard you will get a notification that states **“The user’s password must be changed before logging on the first time”**. Click OK.



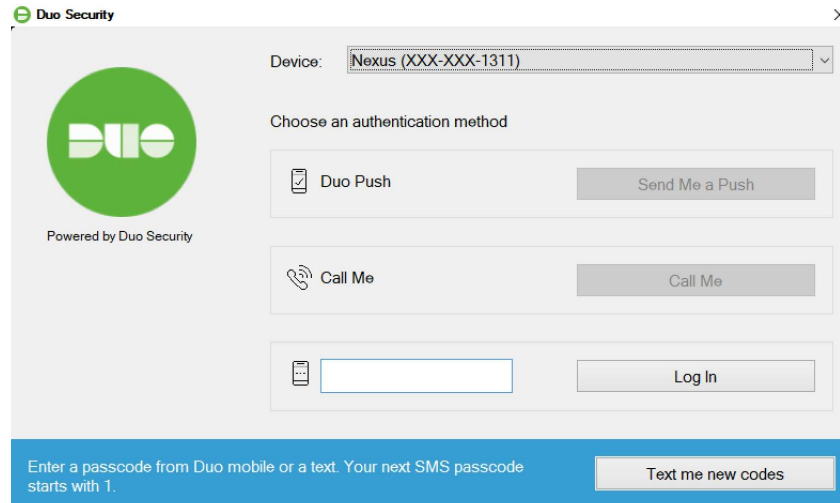
7. You will need to change your password before you can continue. On the next screen make sure **your user name** is typed into the blank labeled **“User name”**. Make sure Qsd@1212 is typed in the blank labeled **“Old password”**. In the blanks labeled **“New password”** and **“Confirm password”** blanks type in your new password. **This password must meet the following requirements: At least 8 characters of which it must contain a mixture of upper case, lower case, numbers and/or special characters. This password also cannot contain part of your user name.**



8. Click the arrow to the right of the **“Confirm Password”**. If your password meets the complexity requirements you will receive a message stating **“Your password has been changed”**. Click OK.
**If you get a message stating that the password did not meet complexity requirements click OK and go back to step 7.*



9. After clicking the arrow or pressing enter on the keyboard you will get a notification that looks like the following:



10. Press the **GREEN** button on the token that was issued to you.
11. On the screen of the token is a 6 digit number. Type this into the blank that is present on the Duo Security screen. Press **“Log In”** or press enter on the keyboard.
12. Windows will continue to load and create your user profile.

**NOTE: Tokens are attached to the user and not the computer!
Tokens will not work with any other username except the one
assigned to the token by the QSD Technology Department!**