

## How to Log On to the EHC Network for the First Time on Campus 2008

1. Access to the Emory & Henry College network is available on any classroom or lab computer on campus. Off campus, you will have access to email through the Emory & Henry website (<http://www.ehc.edu>) or through the Emory & Henry Library electronic database webpage
2. (<http://library.ehc.edu/onlinedatabases.html>).
3. In the "Username" box, type your username (**not** [username@ehc.edu](mailto:username@ehc.edu)). With few exceptions, your username will be your first initial, followed by your last name and the last two digits of the year you entered Emory & Henry (jsmith07, for example).
4. In the "Password" box, type the password given to you with your new account.
5. Be sure that the "Domain" box says EHC.
6. After clicking "Log On," you will be prompted to change your password to something that only you know. The prompt to change your password will appear every semester.
7. Type in your new password, hit the Tab key, and then type your new password in the second password box. Then hit Enter.

If you have further questions, feel free to contact the Help Desk at x.6881.