

SCC Student Network Account

Logging into your account

1. Log off
 - a. Select the **Start** button and then select **Logoff**
 - b. Select the **Logoff** button when asked “Are you sure you want to log off?”
2. Change *User Name* to your network account
 - a. All caps
 - b. Your first name
 - i. **Note** – The hyphen in hyphenated first names has been removed. For example if your first name is; Rae-Ann, the resulting combination will be RaeAnn
 - c. The first letter of your last name
 - d. Last 4 digits of your Student Identification (SID) number
 - i. User Name Example; Joe Smith 111229999 would be – JOES9999
3. Password
 - a. On the **first** login your password is your Student Identification (SID) number
4. Check to make sure **Log on to** is Bigfoot
5. The screen on your computer should look the same as below



6. Select the **OK** Button
7. **First time only** – You will be requested to change your password
 - a. The new password is of your choosing
 - b. At least 6 characters long
8. Select OK once you have entered and confirmed your new password

Check Windows Explorer to make sure you have access to the H (home) drive and that your network account name is specifically shown.

Always

Log off your network account when leaving a computer by doing one of the following:

- Select the Start button, then select Logoff
- Select the Start button, then select Shut down, then select Restart

Use a flash drive, a zip disk, or a 3 ½” floppy disk(s), disk to transport data from school to home.

Your network account is only available from computers on campus.

Getting Assistance

For assistance with issues pertaining to your network account, please contact your instructor or e-mail questions to acct@scs.spokane.edu. Please include your **user name** and **SID** in the e-mail message.