

# Student IT Laboratories Workstation Login Process

These workstations are for the use of students, staff and visitors to the University. Users must login and authenticate to the network in order to comply with the University's Acceptable Use Code of Practice.

## Staff

Academic staff using the system must obtain their own Active Directory (AD) password beforehand, via website below.

- At the Windows login screen, in the Username field, enter 'AD\' and then your ecode ('e' plus your staff number)  
e.g. AD\e12345678
- Enter your AD password in the appropriate field.
- Press the OK button to complete the process.

## Students and Visitors

- At the Windows login screen check that the drop-down list for 'log on to' is set to the 'SD' option.
- Enter your Student ID number or Visitor Code in the Username field (do not forget to enter the preceding letter)  
e.g. B1234567 (students) or  
V1234567 (visitors)
- In the Password field, enter your student/visitor network password
- Press the OK button to complete the process.

**Passwords are case sensitive.**

**Remember to LOGOUT when your session finishes.**

For advice or assistance, please contact our Service Desk on ext: 66777 or the ISD Information Point in your local LRC.

Further information, including guidance on the network usercode and password required to access this service, is published on our website at:

**[www.ulster.ac.uk/isd/itus/citl2](http://www.ulster.ac.uk/isd/itus/citl2)**

**Information Services**

**ICT Customer Services**

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