Make it Easy on yourself.

IMPORTANT THINGS TO REMEMBER ABOUT YOUR COMPUTER

• PLEASE LOG OUT AT THE END OF THE DAY. SECURITY REASONS.
• SHUTDOWN YOUR COMPUTER ON FRIDAY. CONSERVE UTILITIES
• KNOW THE TERMINOLOGY
  o WINDOWS LOGIN
  o ZANGLE LOGIN

WINDOWS LOGIN
This is your first login window. You access this by pressing Ctrl+Alt+Del keys together. Following window should appear:

• **User name**: is first letter of your first name and then your last name. ALL LOWER CASE
• **Password**: provided by the Technology department. PLEASE MEMORIZE IT. DO NOT WRITE IT DOWN ON ANYTHING AND LEAVE IT HIDDEN AROUND YOUR DESK.

ZANGLE LOGIN
This is your access to student attendance and grades. You access this program by double clicking on the icon.

Web Page will open with the Welcome message and a brief description of what this program will allow you to do. To enter into the program; click on Logon Here link shown under the description.

Once you click on the link; Zangle login screen will appear. To login into the system;

• Type in your Last Name, First Name in the **Name**: field
• Type in your password in the **Password**: field
• Click on the **Login** Button to complete the process.

If you are experiencing any login problems; please contact the Technology Department as soon as possible.