Creating Computer Login

This guide instructs employees of the university on how to create an Active Directory (computer logon account).

1. At the login screen use the following login credentials:
   - **Username:** vsuguest
   - **Password:** guest

2. Once the desktop has loaded, double-click the icon: **Apply for Desktop Logon Account.**

3. A prompt will appear asking for a valid **BlazeVIEW** account. Click **No** to set this password (after creation of password, go back to step 2 and click **Yes** to proceed.)

4. You will be prompted to answer several questions regarding your position such as title and phone number.

5. After providing the required information, the computer will automatically be logged off (if not, click the **Start** button in the bottom left corner of the screen and then **Log Off.**) The next time you login, you should be able to use your new account information.