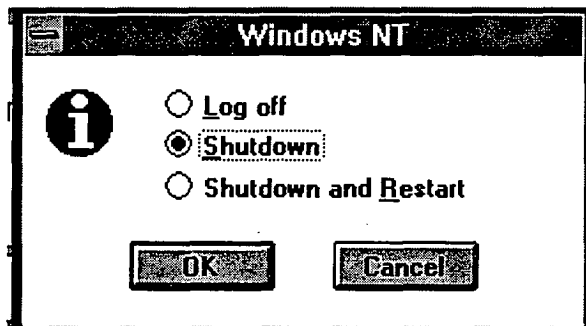3.   Enter your username in the *Username* field.
4.   Enter your domain name in the *From* field.
5.   Enter your password in the *Password* field (case sensitive).
6.   Click on the **OK** button.

To Log Off or Shutdown:

1.   Press **CTRL+ALT+DELETE** within any application or program. The *Windows NT Security* dialogue box appears.
2.   Click on the **Logoff...** button. The *Logoff Windows NT* dialogue box appears. OR click on the **Shutdown...** button. The *Shutdown Computer* dialogue box appears.
3.   Click on the **OK** button to confirm.

Note: a) If **Logoff** was selected, the *Welcome* window will eventually reappear
          b) If **Shutdown** was selected, the *Shutdown Computer* dialogue box will appear
          c) Wait for the *Shutdown Computer* dialogue box to indicate "It is now safe to turn off your computer." before powering down

4.   Turn key, remove the hard drive and store it in a secure container.
5.   Label diskettes with the appropriate classification and store them in a secure container.

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│ **Exercise** │   Users practice **Log on, Log off** and **Shutdown.** Users should now **Log on** in
└─────────────┘   order to continue with the course.

Changing Your Password

Windows NT requires all users to enter a password when they first log on to the workstation. Passwords must be 8 characters in length and must be changed every 90