In order to access the ARCH domain and connect to the ARCH printers with your computer you first need to change your logon account name and password on your computer or click here for instructions on how to create a new account on your computer.

Notes:
- Change your account name and password if you want to keep all your existing settings for your computer
- Create a new account (reverse page) if you want an account just for the A-School, or you have been using the Administrator account to log on.
- Do not use the Administrator account to log on to your computer.

**HOW TO CHANGE THE NAME OF YOUR USER ACCOUNT**

1. Click on the “Start” button, then right-click on “My Computer” and click on “Manage”.
2. Double click on “Local Users and Groups” and then click on “Users”.
3. Next, right-click on the user name that you want to change, then click on “Rename”.

4. The name you are changing should be highlighted in blue. Type in your computing ID (same as your E-mail ID) then press the “Enter” key. In this example, I’m changing the name Tony to newuser.
5. Next, right click on the name that you just changed then click on “Properties”.
6. Type your computing ID (same as your E-mail ID) in the “Full Name:” box then click on “OK”.

Note: **Do not** use the Administrator account as your main log-on account.

7. First click on the “Start” button then click on “Control Panel”.
8. Click on “User accounts.”
9. Click on “Change the way users log on or off”.
10. Uncheck the box next to “Use the Welcome screen” if it is checked then click on “Apply Options”.

Notes:
- This is for added security for your computer.
- If you get a window that says “Fast User Switching cannot be turned off because Offline Files is currently enabled.”, click on “Cancel” then uncheck the “Use the Welcome screen” box.

The last thing you must do is change your arch/computing ID logon password.

11. First press the “Ctrl-Alt-Delete” keys at the same time.
12. Next click on “Change Password...”.
13. Type your existing password in the “Old Password:” box (If you did not have a password leave blank) then type your arch/Uva computing ID password in the next two boxes then click on “OK”. Note: Your password must be the same password as your arch/Uva computing ID password.
14. Click on “OK”.
15. Click “Cancel” to get back Windows. Next you need to map the arch drives.