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.

Notes:
- Change your account name and password (reverse page) to keep all your existing settings for your computer
- Create a new account 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 CREATE A NEW ACCOUNT

1. Click on the “Start” button then left click on “Control Panel”.
2. Click on “Users Accounts”.
3. Click on “Create a new account”.
4. In the box type in your UVA computing I.D. (Same as your E-mail I.D.) then click on “Next >”.
5. In the “Pick an account type” window select “Computer administrator” then click on “Create Account”.
6. In the “Users Accounts” window, click on the account that you just created.
7. Next click on “Create a password”.
8. In the first box called “Type a new password:” type in your UVA computing I.D. password. Note: This password must be the same as your UVA computing I.D. password. In the next box type your password in again and then click on “Create Password”.

CHANGING THE WAY YOU LOG ON AND OFF

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

Now you can map drives and install printers.