

1 Logging into the Lab

1. At a lab computer's log in screen type 'guest' in the 'Name' field and click on the 'Log In' button. (Leave the Password field blank.)
2. After the log in is completed, a list of students will automatically pop-up on the screen. (Please be patient this can take a few seconds.)
3. Scroll down the list and find your name. (You can also navigate using the thumbnails to the right of the page.)
4. Write down the 5-digit number next to your name.¹ This number will be your lab account's log in ID (your username). Your log in password is your 9-digit UCLA ID. Do not lose this log in ID, you will need it each week in lab.
5. Log out of the machine. Select from the Apple menu (upper left hand corner) the "Log Out..." menu item. Then click on the "Log Out" button when asked to confirm.
6. At the computer's log in screen type your 5-digit lab ID in the 'Name' field and your 9-digit UCLA ID in the 'Password' field. Click on the 'Log In' button.²

¹If your name did not appear on the list, please visit the Computing Services office at 9407 Boelter Hall to have an account created.

²If there are any problems logging in, please visit the Computing Services office at 9407 Boelter Hall for assistance.