

Logging onto your Windows Workstation

Below are some important issues to understand while working with your workstation on a Microsoft Network:

Passwords are case sensitive. Be careful to pay attention to upper and lower case characters and the Caps Lock key.

To bypass the network (in cases when the network system is down) please reference the “Login Procedures for Standalone Workstations”.

Login Procedures for Networked Workstations:

1. From the **Login Screen**, press the **Ctrl+Alt+Delete** keys to access the Microsoft logon window.
2. Click the **OK** button to acknowledge the **Oakland County Warning Banner** and bring up the **Microsoft Logon** screen.
3. From the **Logon** screen, type your **last name** and **first initial** in the **User name** field.
4. Type your **network password** in the **Password** field.
5. Confirm that **OAKNTDM** is in the **Log on to** field. If not, click the **down arrow** and select **OAKNTDM**.



6. Click the **OK** button. There are two Domain Logon Script screens displayed to assist in letting users know when they have connected to the network. **Do not close these screens.** Premature closing will halt the connection process. When the login process is successful, you will be at the Desktop.

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Login Procedures for Standalone Workstations:

NOTE: This procedure should also be used if the network is not functioning.

Some PCs in the County are not on the Microsoft network. If you work on a standalone workstation, perform the following procedure:

1. From the **Login Screen**, type **wslocal** in the **User name** field.
2. The **Password** field should remain **blank**. Do not key a password in the **Password** field.
3. Click the **down arrow** on the right side of the **Log on to** field and select **WSxxxxxx**. (The "xxxxxx" equals your 6-digit County tag number).

NOTE: Laptop users should type **nblocal** in the **User name** field and **NBxxxxxx** for the **Log on to** field.

4. Click the **OK** button.

Trouble-shooting the Login Process:

If you have problems logging onto the workstation, check the following settings and procedures prior to calling for technical assistance.

1. Try to login again but be careful of typographic errors in your **Password** and/or **User name**.
2. Retry your **Password** with **Caps Lock** active and again without **Caps Lock**. (When your password was first keyed in, the **Caps Lock** might have been inadvertently on or off).
3. Confirm that the **User name** is correct. Your user name is your last name and first initial, lowercase, no spaces (e.g. smithj is the user name for John Smith).
4. Confirm that your domain is set properly. At the **Login Screen** window, confirm that **OAKNTDM** is in the **Log on to** field. If not, click the **down arrow** and select **OAKNTDM** and try again.
5. If the network is not functioning, follow the **Login Procedures for Standalone Workstations** instructions (above).

If you have problems logging onto your workstation, please call the IT Service Center at (248) 858-8812.

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