




Connecting to the SCC Network Quick Reference Guide - Windows

Logging into the SCC Network: Student / Learner / Instructional

Step 1: On a campus computer, hit <Ctrl> + <Alt> + <Delete> to bring up the login box:

A screenshot of the SCC LOGIN dialog box. It features the SCC logo and the text 'SCC LOGIN' in large orange letters. Below this, there are two input fields: 'Username:' and 'Password:'. At the bottom, there are three buttons: 'OK', 'Cancel', and 'Advanced >>'. The dialog box has a blue border and a light beige background.

 If a “workstation only” box appears, leave it checked.

Step 2: Enter your network *username*.

Username =
[*Ist initial* + *middle initial* + *Ist six letters of your last name*] (all small letters, no spaces).
If you didn't register with a middle name [*Ist initial* + *Ist seven letters of your last name*]
Ex. John D. Doe = jddoe or Jane E. Johnson = jejohnson


Step 3: Enter your network *password*.

Password =
Enter your unique password. If this is your first time logging in, the password will be your 8-digit EMPL / Student ID. This number typically begins with a “3”.

Step 4: For users logging in with the “first time” password, you will receive the following:

Logon Message:
Your Windows account has been set to force a password change upon login.
You must change your password now!

Your new password must be at least 6 characters long, with any combination of letters and numbers.

 If you forgot your unique password, ask the available staff in the area or contact the IT Help Desk (480-423-6274, option #3) to have it reset. For additional information visit - <http://www.scottsdalecc.edu/its/helpdesk/helpyourselfdesk.html>.