**<NAME>,**

Your computer has been refreshed with the latest software.

**To log in to your computer:**

**Your username is your Gustavus email username, and the temporary computer password is <Insert Temp Domain Password Here>.**

**Please sync your computer password with your email password:**

* Please sync your password before leaving campus.
* Log in to your computer with your **username** and the **temporary password** (above).
* Open a web browser.
* Go to <http://gustavus.edu/go/sync>
* Log in with your **email username** and **email password**.
* Type your **email password** in the **Password** box below the text information.
* Click **Submit**.
* Restart your computer.
* Log in with your **username** and **email password**.
* Apple Mac OS only - Click **update keychain password**.
* Apple Mac OS only - Type your **Temporary password** (above) in the next prompt.
* Apple Mac OS only - Log out of your computer.
* Apple Mac OS only - Enter your Gustavus password to enable **FileVault**.

**Things to Double Check:**

* Printers
* Email and Address Book
* Documents
* Bookmarks
* Unique applications

**Who to call for help:**

Technology Helpline: **507-933-6111**

Staff member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Case Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For more information regarding your new computer, please visit:

<http://gustavus.edu/gts/Employee_New_Computer>