**<NAME>**,

Your computer has been refreshed with the latest software. Thank you for your patience.

**To login to your computer:**

Your username is your Gustavus email username, and the **temporary** computer password is PASSW0RD (zero, not an "o").

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

* Please sync password before leaving campus.
* Login to your computer with your username and the temporary password.
* Open a web browser.
* Go to <http://gustavus.edu/go/sync>
* Login with your email username and password.
* Type your password in the box below the text bubble.
* Click Submit.
* Restart your computer.
* Login with your username and email password.
* Click update keychain password. (Apple OSX only)
* Type in PASSW0RD in the next prompt. (Apple OSX only)

**Things to Double Check:**

* Documents
* E-mail
* Bookmarks
* Printers
* 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>