<Firstname Lastname>,

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:

**<temporarypassphrase>**

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

1. Please sync your passphrase before leaving campus
2. Log in to your computer with your **username** and the **temporary passphrase** (above)
3. Open a web browser
4. Go to <http://gustavus.edu/go/sync>
5. Log in with your **email username** and **email passphrase**
6. Type your **email passphrase** in the **Passphrase** box below the text information
7. Click **Submit**
8. Restart your computer
9. Log in with your **username** and **email passphrase**

**Things to Double Check:**

* Printers
* 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>