**<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 changeme**

**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** (changeme).
* 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**.
* Open Enterprise Connect and sign in with their Gustavus username and password.
* When prompted, enter login password changeme Enterprise Connect should report the passwords are in sync.
* Restart computer and verify that the email password works to log into the computer.

**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>