



CREATING AN ACTIVE DIRECTORY ACCOUNT TO LOG ONTO VSU EMPLOYEE COMPUTERS

NOTE: These steps only apply to those who **are employed** by the university. Please note you must do these steps on an **office computer**. If you are a student, use the steps found on the website listed below.

Step 1: When the start-up screen appears, click the **OK** button.

Step 2: A window will appear prompting you for logon information. Enter the following login information and then click the **OK** button.

Username: **VSUGuest**
Password: **guest**
Log on to: **VSU**

Step 3: Once the computer desktop has loaded, double-click the **Apply for Desktop Logon Account** icon on the top-left corner of the desktop.

Step 4: A prompt will appear asking if you know your **BlazeVIEW** username and password. If you do not, click the **No** button and you will be brought to a web page to look up this information. If you do know this information, click the **Yes** button instead.

Step 5: A prompt will appear notifying you that you are about to **create your desktop logon account**. Click the **OK** button.

Step 6: A prompt will appear asking you to enter your **BlazeVIEW username**. Do so and then click the **OK** button. Remember that for this field, you should **NOT** enter your full e-mail address (eg. janbrady@valdosta.edu should enter **janbrady** only as the username).

Step 7: A prompt will appear asking you to enter your **BlazeVIEW password**. Do so and click the **OK** button.

Step 8: A prompt will appear asking you to confirm that your full name is correct. Click the **Yes** button.

Step 9: Select the name of your **division** from the drop-down menu. Bear in mind that this is **NOT** the same as your department. Then, click the **OK** button.

Note: If you do not know which division you are employed by, please consult your department head or secretary.

Step 10: Select the name of your **department** or **division** from the drop-down menu. Then, click the **OK** button.

Step 11: Enter your **phone number** and then click the **Submit** button.

Step 12: Enter your **title** and then click the **OK** button.

Step 13: Click the **OK** button. The computer will automatically log off. The next time you log on to a computer, you should be able to do so with your newly created account. If it does not log off automatically, click the **Start** button on the bottom-left corner of your desktop. Then, click the **Log Off** button.

For more information about computer login (Active Directory) accounts visit our site by scanning the QR code or visiting our website at: <http://www.valdosta.edu/helpdesk/guides/ad/index2.shtml>

