



# Creating Computer Login

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*This guide instructs employees of the university on how to create an Active Directory (computer logon account).*

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- 1.** At the login screen use the following login credentials:  
**Username:** vsuguest  
**Password:** guest
  - 2.** Once the desktop has loaded, double-click the icon: **Apply for Desktop Logon Account.**
  - 3.** A prompt will appear asking for a valid **BlazeVIEW** account. Click **No** to set this password (after creation of password, go back to **step 2** and click **Yes** to proceed.)
  - 4.** You will be prompted to answer several questions regarding your position such as title and phone number.
  - 5.** After providing the required information, the computer will automatically be logged off (if not, click the **Start** button in the bottom left corner of the screen and then **Log Off.**) The next time you login, you should be able to use your new account information.
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