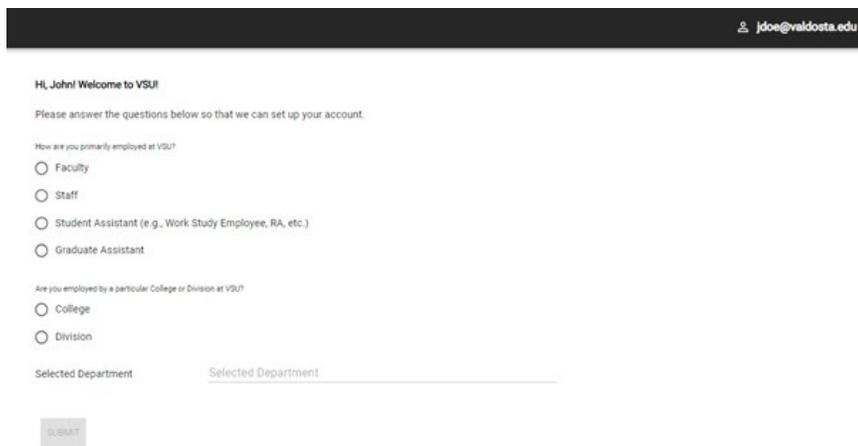


Apply for your Desktop Logon Account

Using any Windows computer that is connected to VSU wired network, follow these steps to setup your desktop logon account:

1. At the computer login screen, enter username: **vsuguest** and password: **guest**
2. Once the desktop has loaded, double-click the icon **Apply for Desktop Logon Account**.
3. When directed, enter your **VSU email address and password**.
 - **After signing-in, select No** when prompted to **Stay signed in?**
 - **Note:** If you do not know your VSU account credentials, revisit Steps 1 and 2 above. This tool does not create your VSU account.
4. From the user Welcome page, **submit answers to all prompted questions regarding your position**.
 - If necessary, consult with your department for this information.



Hi, John! Welcome to VSU!

Please answer the questions below so that we can set up your account.

How are you primarily employed at VSU?

Faculty

Staff

Student Assistant (e.g., Work Study Employee, RA, etc.)

Graduate Assistant

Are you employed by a particular College or Division at VSU?

College

Division

Selected Department: _____ Selected Department: _____

5. Upon completion, a message should display notifying you that setup is complete.
 - Wait 15 minutes and then sign out of the VSUGuest account.

Setup Complete!

The initial setup of your account has been completed. Please wait fifteen minutes, then sign out of this account and sign in with your employee email account. If you are still unable to log in, please contact our Solutions Center by phone at 229.245.4357 for assistance.

- Now sign into the office computer using your VSU email and password.

Some workstations are restricted to faculty and staff only. If you are a student employee, please verify with your department that the computer you are trying to log in to is not restricted.

If you are unable to log in, call our Solutions Center at **229-245-4357 (HELP)**.