First Time Login
Windows 7

January 6, 2015

For help with any of the instructions below please contact the AIMS Help Desk at 265-6900 or email help@aims.wisc.edu
How to Login to an AIMS Computer

1. At the Welcome to Windows screen shown in Figure 1, simultaneously press Ctrl+Alt+Delete keys.

   ![Figure 1](image1.png)

   Figure 1

2. Enter your assigned login in the User name: as shown in Figure 2. Note: Your supervisor will provide you with your assigned login.

   ![Figure 2](image2.png)

   Figure 2

3. In the password field enter the temporary password as shown in Figure 3. Note: Your supervisor will provide you with the temporary password.
4. In the **Log on to** field, shown in **Figure 4**, use the drop-down arrow and select **AIMS** as your domain.

5. You will be prompted to change your password as shown in **Figure 5**, click **OK**.
6. Enter your temporary password in the **Old Password** field and type your new password in the **New Password** and **Confirm New Password** fields. Click the **blue arrow**. See **Figure 6**.

![Figure 6](image)

7. You will receive a confirmation box that your password has been changed as shown in **Figure 7**; click **OK**.

![Figure 7](image)

8. You will be logged into Windows. If you are in one of the following departments, you will see the login script shown in **Figure 8**.

- FPM and Business Services
- All other departments will see the login script shown in **Figure 9**.

You are now ready to use the computer. **Note**: The login script should disappear if it does not, click **OK**.