Quick Tips: Logging in and Finding your Files (Windows)

To log in to your computer:
1. Type your username.
2. Use your new College password (the same one you use for the new email and other College services)
3. Be sure that the “Log on to” field says “BRYNMAWR” – this is true even if you are offline/not on campus.

Note: If you are intending to use a computer off-campus or offline, you need to log into the computer once before leaving the campus network so that your account is created on the local computer.

To log access your network files:
1. Go to your Start Menu and choose My Computer
2. Toward the bottom, you will see an H: drive, and either an I: drive (for academic departments) or a J: drive (for administrative departments).
   i. A few individuals may see both I: and J: individuals who previously had a P: drive (for PeopleSoft Data) will see this as well.

   H: This is your personal network drive and contains files protected by your password. You may previously have used K:, M: or another drive letter for this data.

   I: or J: This drive will house all of your previous shared drives. If you used to have I:, J:, L:, M:, U:, X:, etc. which were used for departmental or shared files, all of these will now exist as folders within your I: or J: drive.

   P: This drive is used for PeopleSoft data, and previously required an additional password. This will now be accessible without using a different password. If you previously had a P: for “PubData” this can now be found as a folder in your new I: drive.