Logging in to Your Workstation

The MC IT Department and Quasar have implemented a new way for you to login to your workstation. Previously, you would login using Novell, now you will login to a Windows Domain. The process is similar, but with slight differences. Please note that the screenshots may differ from your screen.

1) When first accessing your computer, you should see a Windows screen similar to the one below. Follow the instructions by holding CTRL + ALT + DELETE on your keyboard.

2) You should now see a screen with the “Other User” icon, pictured below. Click the icon to move to the next screen.
3) In the “user name” field, type in “Midland\<username>” (without the ““ or <>), where <username> is your former Novell login name. For example, a user with the username “quasar” will enter “Midland\quasar” in the username field. Your initial password will be midland7.

Please note that only a backslash “ \ “ will work. Also note that once entered, the “Log on to:” will change to “Log on to: Midland”.

In most cases, this only needs to be done once. After that, Windows will remember your username on that computer. All you will need to do click on the ICON that represents your username and enter your password. You will be required to change your password the first time you login. A 12 character password is required.

The first login could last several minutes before taking you to your desktop.

If you are an instructor logging in to a classroom presentation computer, you must login with YOUR credentials. Example: Midland\your_username

For information on accessing Outlook for the first time, please go to:
www.midland.edu/it