

Classroom PCs – Getting Started

When can I use a classroom PC?

As long as they are not booked for teaching, **University computer classrooms** are open for you to use.

Please do not enter while a class in is progress unless you have permission to do so. See the [Classroom Code of Conduct](#) for more information.

How do I sign in to a classroom PC?

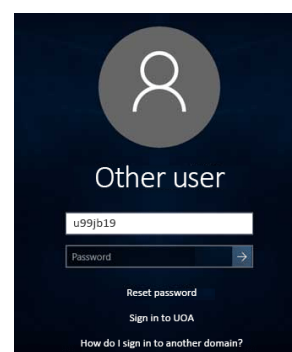
To **Sign in** to a classroom PC:

- Press **Ctrl-Alt-Del** on the sign in screen
- Enter your **University username** (e.g. u99jb19) and **password**.

Forgotten your password?

Provided you have already registered for the Self-Service Password Manager, you can choose **Reset password** at the sign in screen to reset your password yourself.

See Toolkit for [more about Password Manager](#) and guidance on registering for the service.



Classroom PCs automatically log you out after **14 minutes** of inactivity (you will get a warning and a 240 second countdown after 10 minutes of inactivity). This is to prevent users from leaving PCs unattended for long periods of time. **Any unsaved changes to open files will be lost.**

What will I find on a classroom PC?

- The operating system is **Windows 10**.
- The classroom desktop contains **shortcuts** to **folders, applications** and other **useful links** such as the *PrintManage* system for checking and topping up your print balance and a web link to *OneDrive*.
- **Microsoft Office 365 Enterprise** applications are available from individual desktop **icons** and from the **Common Applications** folder on the desktop.
- **Edge** is the default web browser, but **Chrome** is also available from the **Common Applications** folder on the desktop.
- You can save your work to your **University Home drive (H:)**, accessible from any classroom PC.

How do I sign out when I'm finished?

Make sure you **Sign out** before you leave:

- Press **Ctrl-Alt-Del**
- Select **Sign out**

Where can I find an available PC?

The [list of PC classrooms](#) is updated online.

Help and Support

Use MyIT to report an issue to the IT Service Desk: myit.abdn.ac.uk