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 is in 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 (eg 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 2019 applications are available from individual desktop icons and from the Common Applications folder on the desktop.
- Internet Explorer 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?
This list is updated online