Student Desktop Service
Quick Start Guide

Once you've completed your enrolment, you will receive your HWU UserID and password. This gives you access to many of the services you will use at HWU, including the University Student Desktop.

This guide gives short overview of the **Student Desktop** to help you get started.
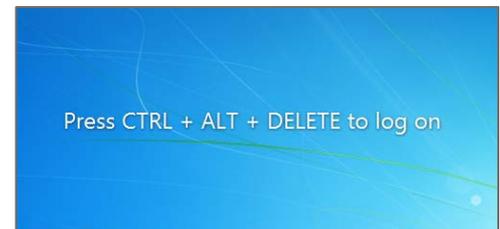
1   Student Desktop PCs

You can access the Student Desktop PCs in several locations on campus, in our libraries, student labs and study areas.

See https://www.hw.ac.uk/is/library-essentials/study-spaces.htm for more information.

2   Log on

After turning on the PC you will be presented with the standard Windows logon screen:

1. Press [**Ctrl**] - [**Alt**] - [**Del**]
2. Enter your UserID e.g. *abc123*
3. Enter your password (this should be on your registration confirmation letter)

3   Change your password

The password on the registration letter is randomly generated and should be changed to something you will remember more easily.

1. Double click the **Change password** icon on the desktop
2. Click the change password here link
3. Enter your password following the guidelines given

Tips when choosing a new password

- Make it at least 8 characters long (between 8 – 14 is recommended)
- Don't use words in any in any dictionary of any language
- Use a mixture of upper and lower case, numbers and symbols
- Make it something you will remember – but others will find difficult to guess
- Substitute some letters with numbers and symbols

Examples

My favorite sport is squash could be abbreviated and then coded to become **m1f4vs1s**
or
Sunshine and showers in Scotland could become **ss&551n5l4nd**

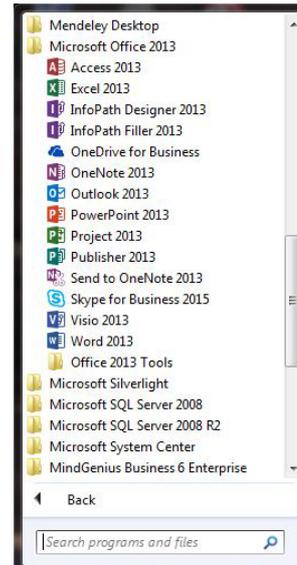**Bad passwords** (just a few examples…)

- password
- qwerty
- 123456 (or any extension of…)
- abc123
- zxcvbn

This short video gives you some more tips
http://youtu.be/VYzguTdOmmU
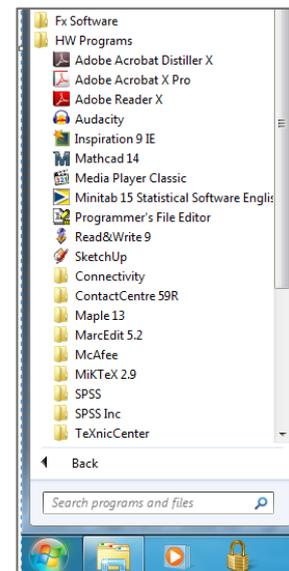
4 Standard applications

Once logged into the system, you should have access to the applications that have been assigned to you or your computer.

Standard applications that are available to both staff and students i.e. Microsoft Office can be accessed from the Start Menu
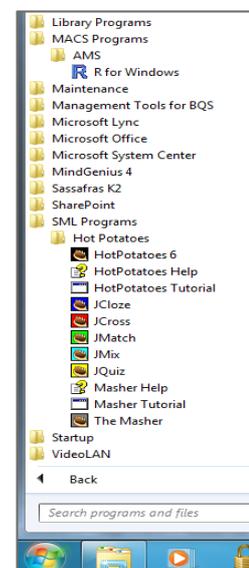

5 Heriot-Watt wide student applications

Applications that are available to all students e.g. such as SPSS, Minitab can be found under **HW Programs**

6 School specific applications

Applications provided by your School can be found under a School- specific folder (e.g. **SML Programs** or **MACS Programs** etc):

7   File storage

You have several file storage areas available on the university systems.

C: Drive	Local drive, *do not* save anything to this drive
H: Drive (Home)	Your **personal** storage area (2GB) on secure university servers. Important - **DO NOT** delete **HWSYS** from your H: drive HWSYS holds system files for your account, and manual deletion or modification of any files or folders within this directory will affect your settings and possibly result in data being lost.
OneDrive for Business	All staff and students have a OneDrive for Business with 1 TB of storage that can be accessed through Office 365.

See https://www.hw.ac.uk/is/it-essentials/file-storage.htm for more information.

8   Printers

Our Campus libraries and student PC labs have various print, copy and scanning devices.

Students (UG and PG) are allocated a limited free print quota at the start of their course.

See https://www.hw.ac.uk/is/it-essentials/printing.htm for more information.

9   Off campus access to files

The Heriot Watt Virtual Private Network (VPN) allows you to access your H: drive from off campus.

See https://www.hw.ac.uk/is/it-essentials/virtual-private-network-vpn.htm for more information.