

Logging on to BVCENTRAL for the first time



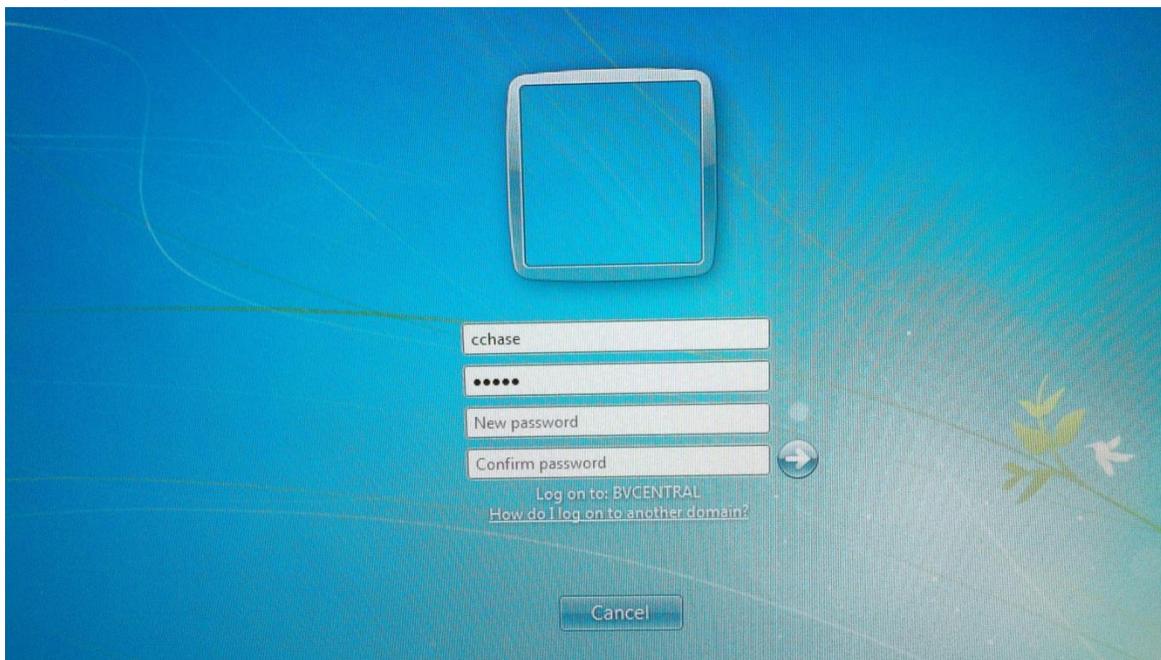
The first time you log into our domain, BVCENTRAL, there are a few steps you will need to follow to get your account set up properly, and also to configure FirstClass so that it points to our server.

Creating your password:

1. At the Windows 7 login screen, press CTRL + ALT + DELETE to get started.
2. Type your Username. (first initial + last name without spaces). For example, Chevy Chase's username is "cchase".
3. Your password is 12345 only for the first time you login. After logging in with this password you will see a message that says "The user's password must be changed before logging on the first time." Click OK.



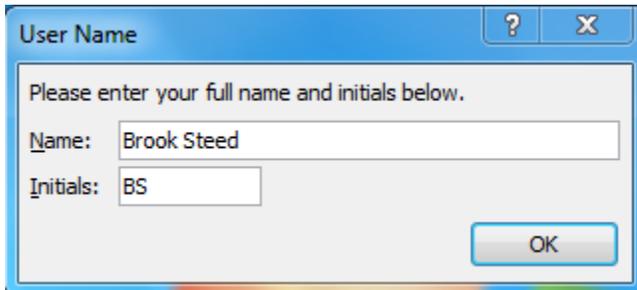
4. Type your new password, and then confirm by typing it a second time. It is recommended that you use the same password as you used previously for the BVLS.LOCAL domain, to avoid any confusion. Hit enter to submit your new password.



5. You should get a message saying that your password changed. Click OK. Allow about a minute for the computer to log you on the first time, as your profile is being built.

Basic Setup Steps

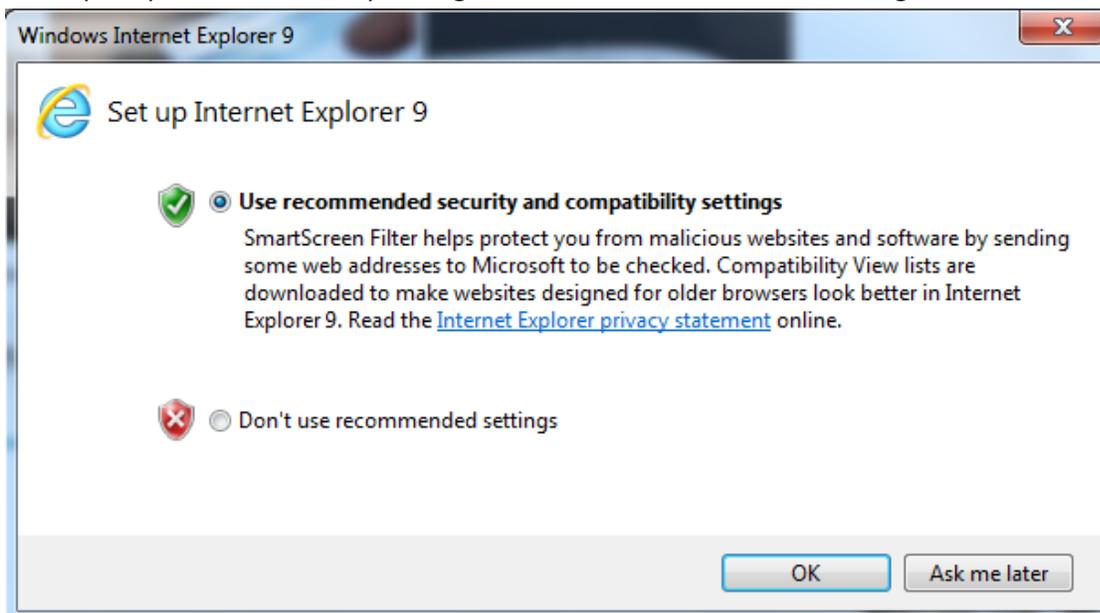
1. After you get logged in for the first time, open up Microsoft Word 2010.
2. Click OK to the prompt asking for your name and initials. This should already be filled in for you.



3. For the next prompt, choose the bottom option "Don't make changes"

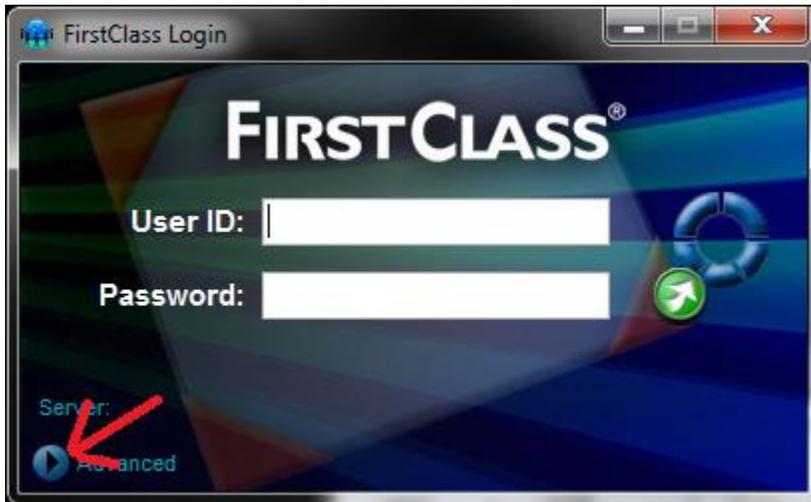


4. Click OK.
5. Close Word.
6. Open Internet Explorer, located in the task bar at the bottom of your screen.
7. When prompted about security settings, choose "Use recommended settings" and click OK.



Setup FirstClass

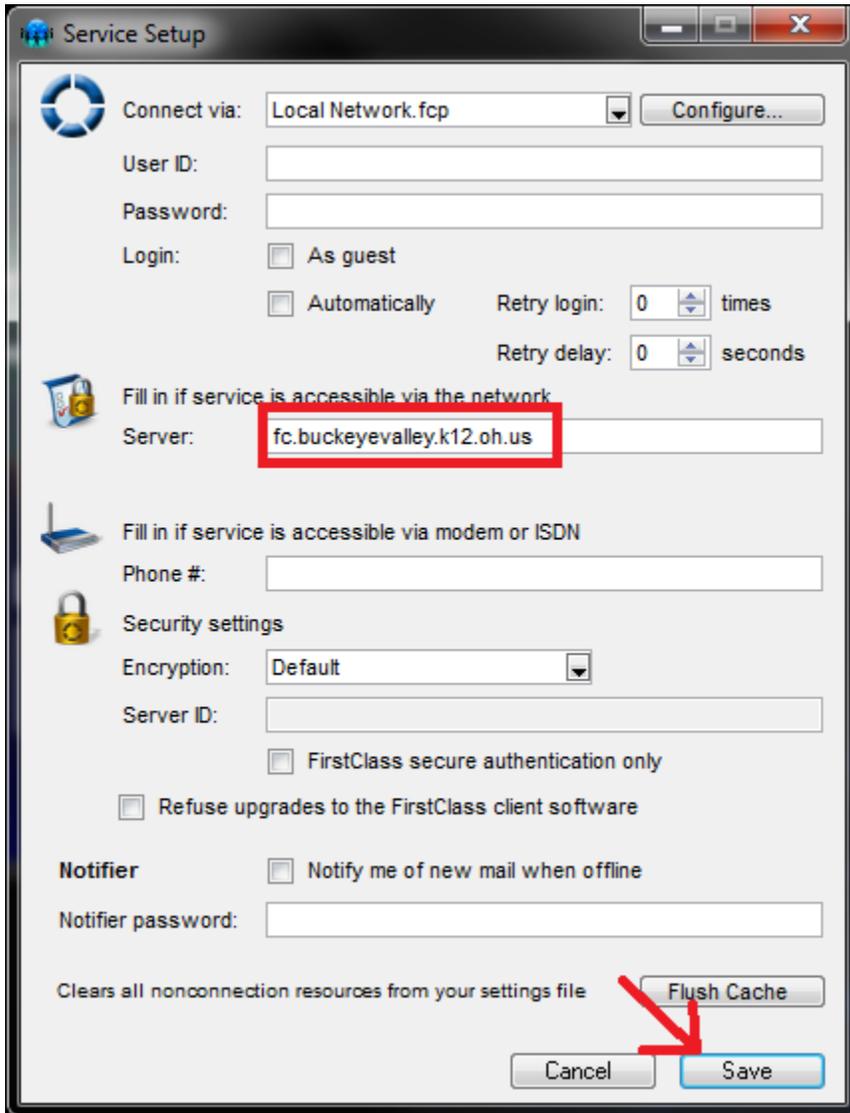
1. Open FirstClass
2. Click the blue circle (with the triangle inside it) next to where it says Advanced



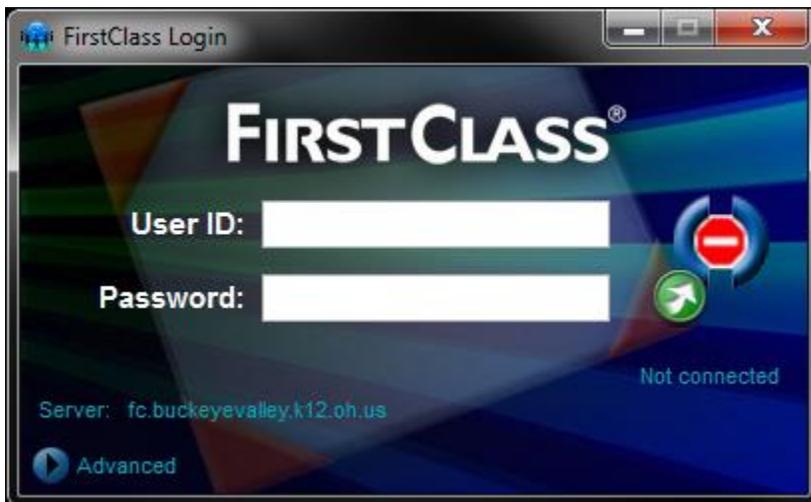
3. Click Setup...



4. Where it says "Server" type the following: fc.buckeyevalley.k12.oh.us



5. Click Save
6. Click the blue circle again next to advanced.
7. You should now see this:



8. Login with your User ID and Password and click the green arrow to login.