Log In - or - Sign Out

Log In

1. Press the **power button** to turn your laptop on, then wait a few seconds (about 10) once the Time/Date screen appears in order to give your laptop a chance to “catch” the wireless network.
2. Press any key, or Control + Alt + Delete to reveal the Windows 10 log in screen.
3. Enter your teacher or student credentials and password. **DO NOT INCLUDE @lcisd.org or @students.lcisd.org** after your user name.
4. Press the **Enter Key** on your keyboard, or click the arrow on the screen.

Power – Shut Down

Keep computers healthy by shutting them all down completely at the end of every day.

**Important:**
Closing the lid before the laptop shuts down interrupts the shut-down process. **Do not shut the lid, until the power indicator light is off.**

1. Click **Start**
2. Click **Power**
3. Choose **Shut Down** or **Reboot**
4. If you are shutting down a laptop, be sure to wait until the power indicator light is off before closing the laptop.

Lock Your Computer

If you are stepping away from your computer, locking your workstation will allow you to keep your data secure, while leaving your programs running for quick sign-on access.

Windows + L will allow you to lock your computer securely

Sign Out/Switch Account

**Switch Account** – When you do not want to close the programs you’re working with, but rather quickly allow another user to use the computer under their own credentials. Your work will be open, but yet not viewable by the new user.

**Sign Out** – When you have completely finished using the computer for the day. This will close the programs you’ve been using, but not shut the computer down completely.

Select **Power** to Shut Down or Reboot the computer