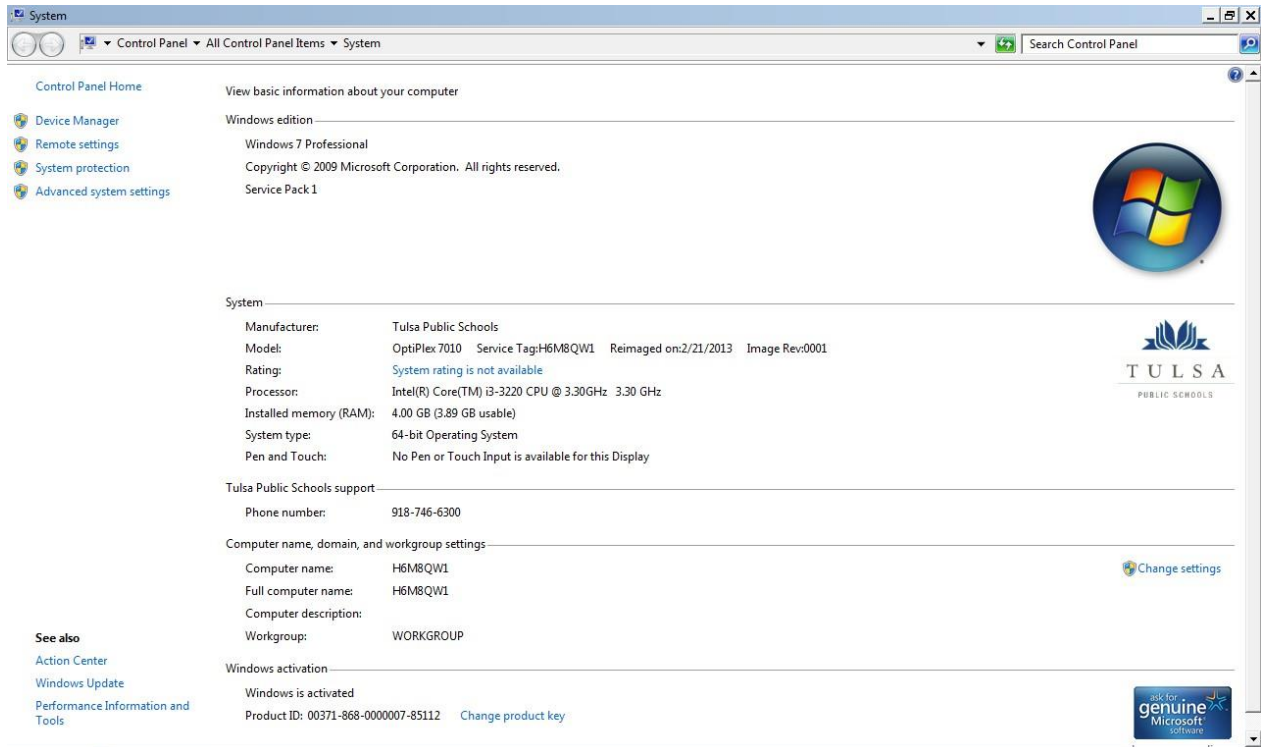


# Setting up Computers

## Naming the Computer and joining it to the Domain.

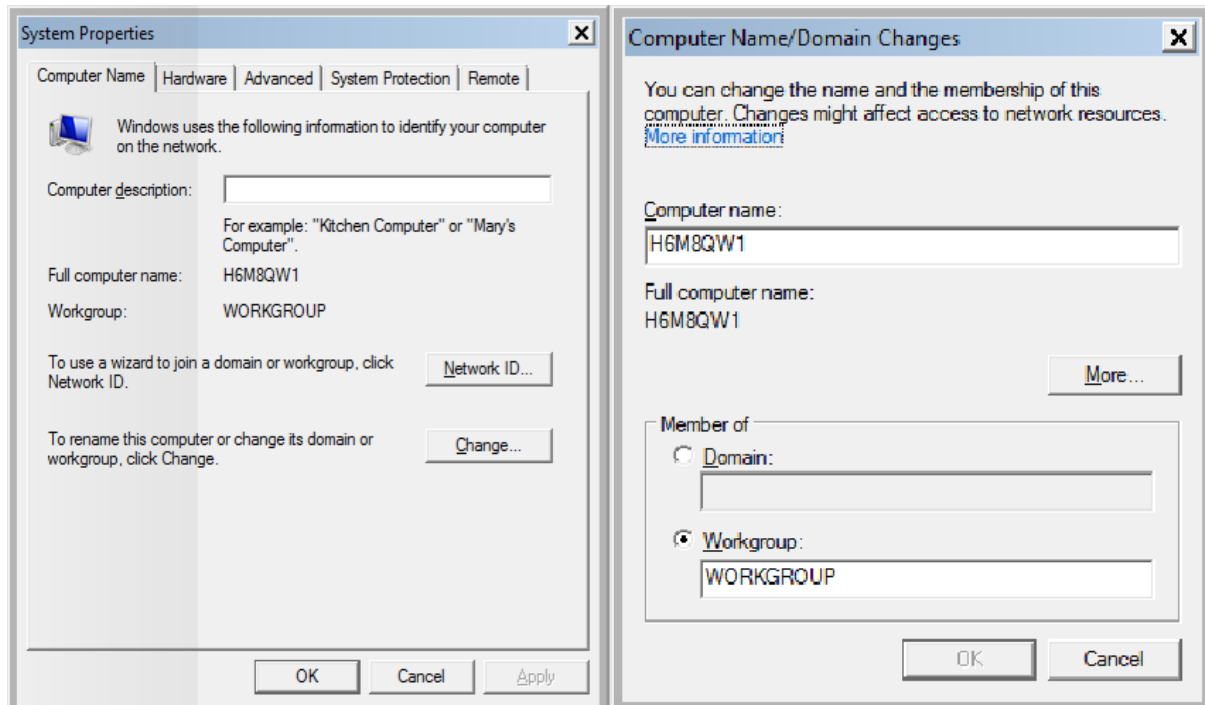
1. Right-Click on the **Computer** icon on the desktop and select **Properties**. Click either **Advanced system settings** on the left or **Change settings** on the right.

- For **WIN XP**, right-click on the **My Computer** Desktop icon and select **Properties**.

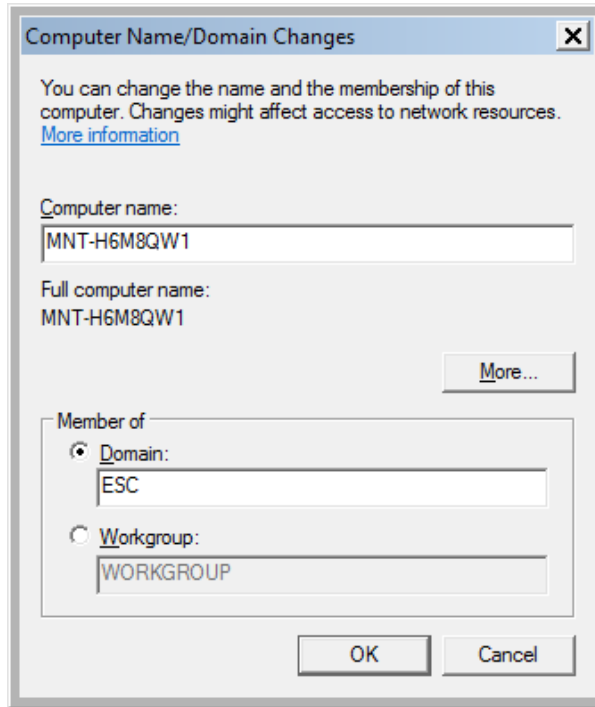


2. You will be presented with a **System Properties** box as seen below. Under the **Computer Name** tab, click **Change**. A new box will appear showing the current name and workgroup/domain.

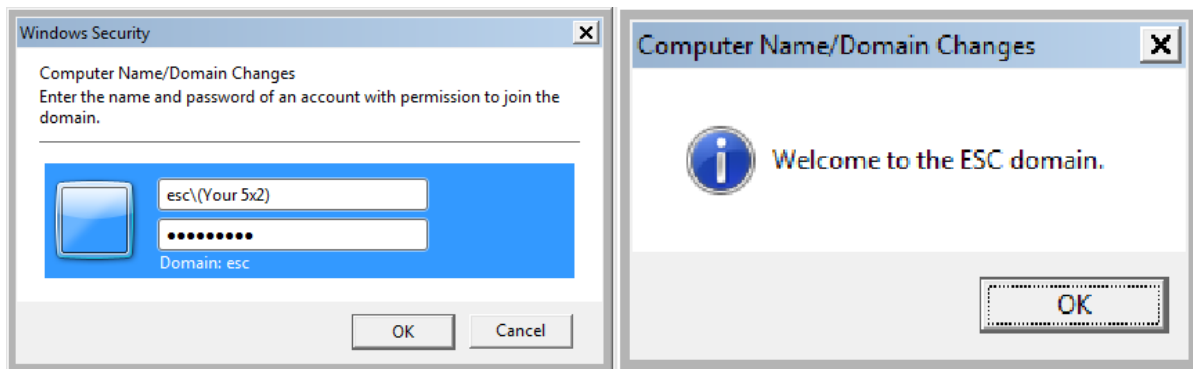
- **Note:** Prior new computers shipped with a "D" preceding their service tag that was meant to be replaced by the site prefix; this has been removed to prevent mistakes.



3. Add the 3 digit prefix for your site and a dash to the front of the service tag. In this example, “MNT-” is the prefix.
4. Type the name of the domain you wish to join the computer to. ESC for staff or ME for students.
  - **Note: State testing for students will only work if the computers are joined to the student (ME) domain.**



5. You will be prompted for credentials when you click “OK.” Use “esc\” followed by your 5x2 and your password. You will get a welcome message once the computer has joined the domain.



6. Upon closing the active windows, you be prompted to restart. You must restart for changes to take effect.

