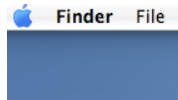
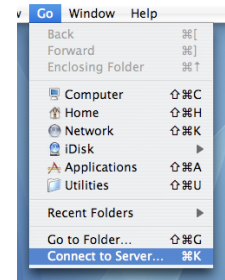


## Instruction for logging into the Twality Student server

Make sure your computer is in the finder mode. You can do this by clicking somewhere on the desktop. You will see finder in the upper left of the menu bar.

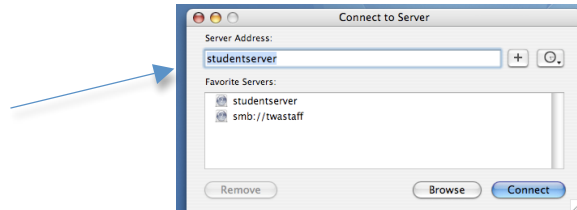


Now go to Go > Connect to server in the menu.



The next window will ask for the server address. In the address box, studentserver needs to be typed.

Now Click connect.



The next window will be the log in window. Delete the word Student and replace it with your username. Your username is composed as follows:

Last two digits of your year of graduation. If you graduate in 2014 you would enter 14.

Your full last name. Example: gravatt. If you have a hyphenated last name, do the full name. ie: smith-jones

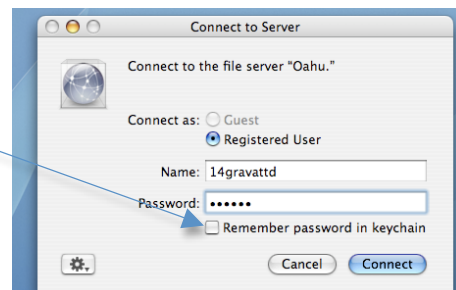
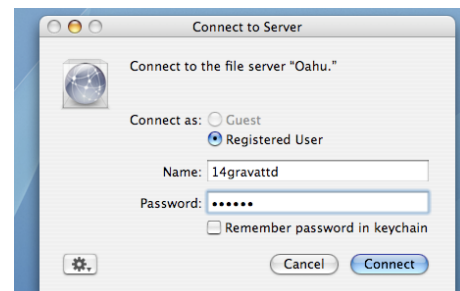
After your last name, put in your first initial, ie: d

So my username is 14gravattd.

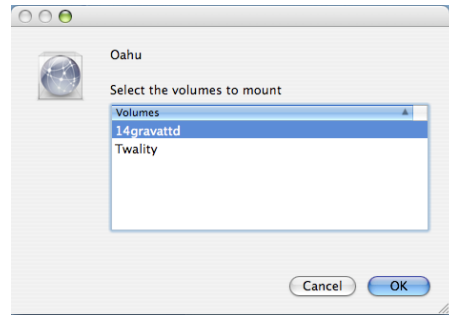
Note: your username is all lower case with no spaces.

Note: Never click the box "Remember Password in Keychain"

Now Click Connect



The next window gives you some choices. Most of the time, you will choose the option that looks just like your username. Your teacher will give you separate instructions, if the Twality option is ever needed.



One you click OK, a server window will open and a server icon will be added to your desktop. You need to save all of your work to your student server account.



There are two ways to log off the student server. One is to drag the server icon to the trash / disconnect. The other way is to log out of the student user on the computer. Make sure you log out before you leave the computer, so your work is safe from others.