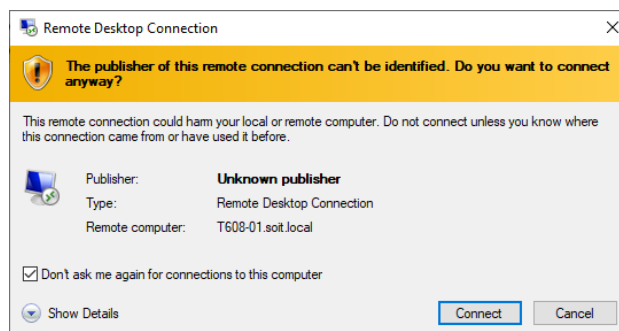
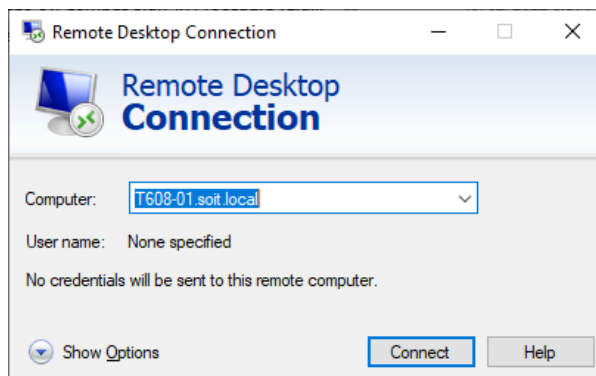


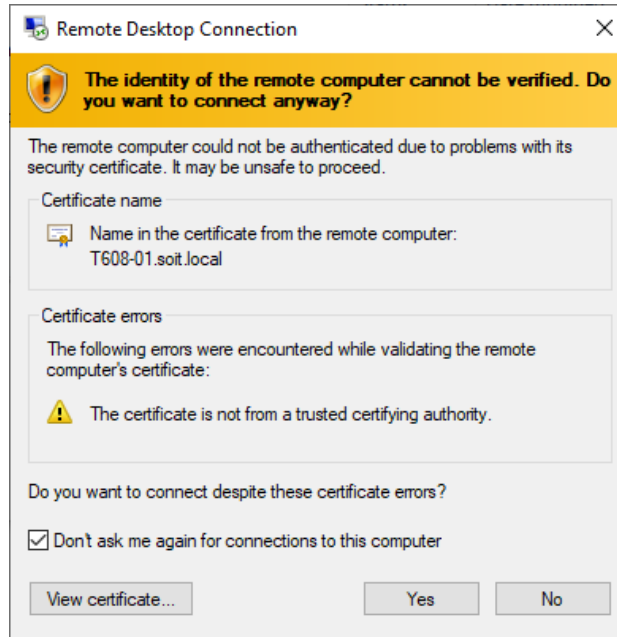
# SoIT Tower Level 6 Labs Sign-in Procedure for Returning Users

Sign-in procedure for returning users to remotely change SoIT domain password.

## Instructions:

1. Run OpenVPN and sign in as normal.
2. Download and save the **SoIT LABS.rdp** on your desktop. Double click to run and connect to any computer in SoIT Labs.





**Notice to SoIT Domain Users:**  
Save your personal files to Google Drive using your Google Classroom email account and/or OneDrive using your WelTec email account.  
Save your Virtual Machines (VMs) files to Z:\Local under your name.  
Use your WelTec email account to log in to Office365 and Adobe Creative Cloud.  
School of IT helpdesk address is help@it.weltec.ac.nz  
And please be advised that this computer is being monitored.

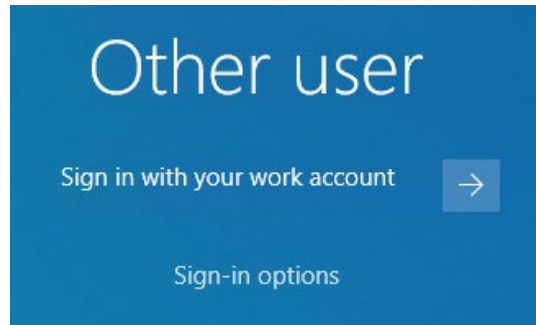
OK

Other user

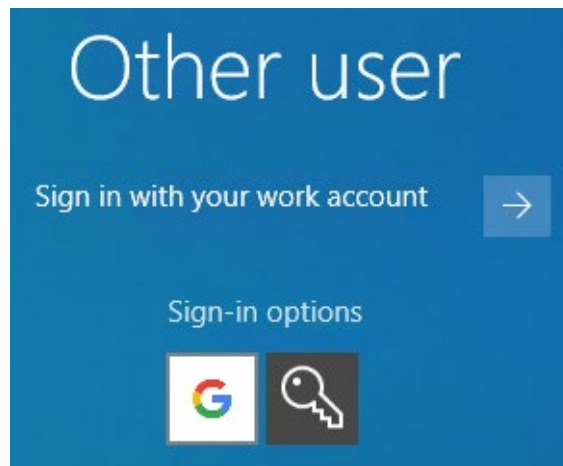
Sign in with your work account →

Sign-in options

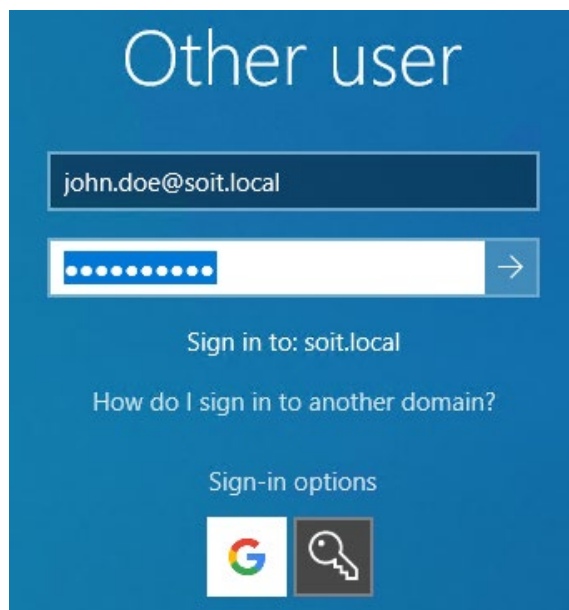
3. Sign in with your work account is the default option which is logging in with your Google Classroom account.



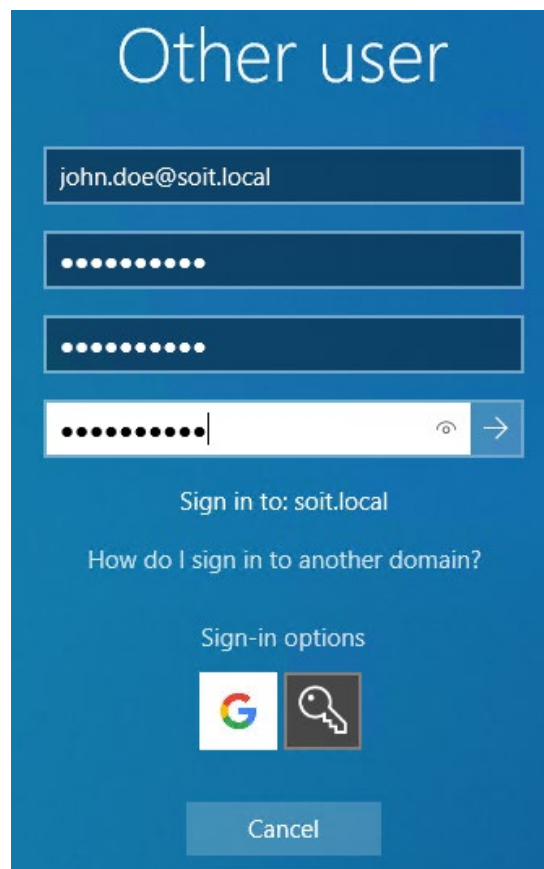
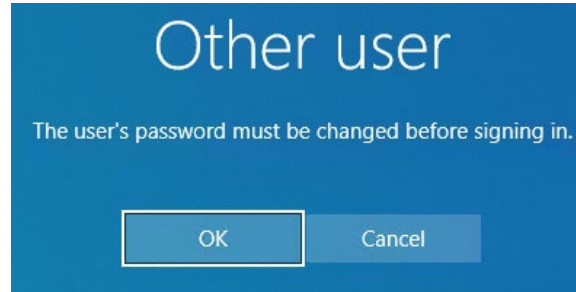
4. To change password, you have to log in to SoIT domain. Click Sign-in options. Select the **Key** icon to use your SoIT domain credential.



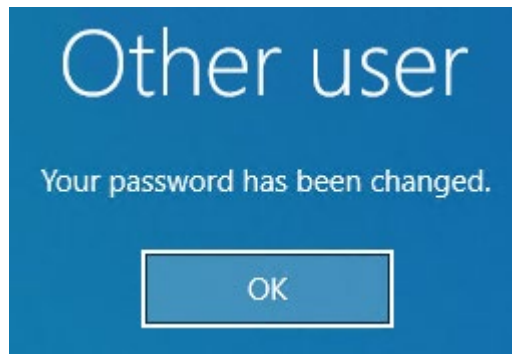
5. Enter your existing SoIT domain username and password.



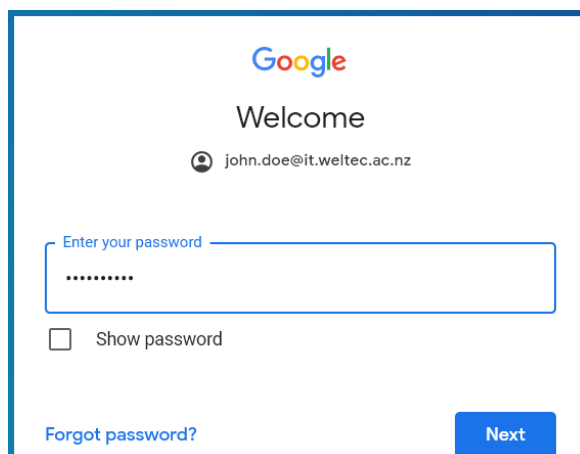
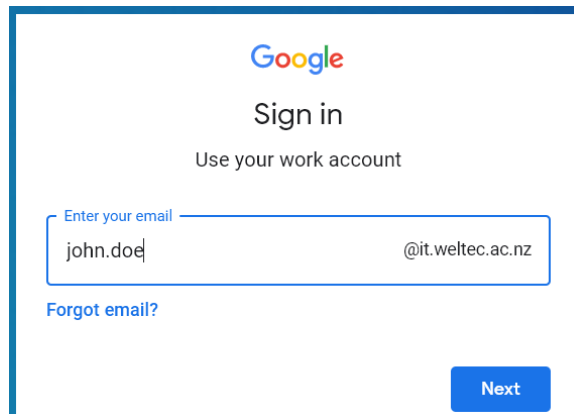
6. You will be prompted to change password. New password must be 8 characters long with upper-case and lower-case letters and numbers. You can't use your name and the old password.



7. On successful logon, the new password will be the same password for Google Classroom account. Username for Google Classroom will be the same username with [@it.weltec.ac.nz](mailto:john.doe@it.weltec.ac.nz) at the end. For example, username in SoIT domain is [john.doe](mailto:john.doe@soit.local), the username for Google Classroom is [john.doe@it.weltec.ac.nz](mailto:john.doe@it.weltec.ac.nz).



8. Note that the next time you log in, you can use either your SoIT account or the Google Classroom account. Below is the example of using Google Classroom account, just click the **Sign in with your work account** or choose the **Google** icon.



9. Note that a single password for SoIT domain and Google Classroom.

10. Note that the password that you have used to sign-in to OpenVPN is your Google Classroom password too. Log off from

remote desktop and log off from OpenVPN. Sign-in back to OpenVPN and use the new password that you have just set.

## Tech Support

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