

Windows CSI

PC

Access account

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Accessing and using School's PCs

Workstations

The Conservatory has dedicated workstations for students that are situated on levels 1 and 3 of the main building (respectively next to room 304 and next to the library accessible from the north wing), and at ground level on the Breganzona building. Using the school's PCs requires private access credentials (username and password) which are provided by the Academic Services during registration week.

Logging in

Once the PC has been turned on, Windows 7 Professional's welcome screen will allow you to access the Conservatorio della Svizzera italiana domain (the school's network).

As instructed by the welcome screen, in order to login to the PC you need to contemporarily press the keys Ctrl+Alt+Del. Click the button "Cambia utente" (change user) and type your username and password.

Forgetting your password

Passwords are completely private and personal. When you forget yours, it is impossible for IT services to recover it. They'll have to generate a new one for you and this process may take more than a day or two, depending on the availability of IT personnel.

Saving documents

In order to avoid any kind of problems related to digital documents, we strongly encourage users to save all personal files on a portable drive (be it a USB key, an external hard drive, and the like), thus not saving them on the desktop. All documents saved on the desktop will be automatically deleted after logout, while documents saved under "My Documents" are susceptible to errors or deletions.

Logging out

When finished working on a PC, users must logout by going to the "start" button, then the right arrow next to "Arresta il sistema", and finally by pressing "disconnetti".