# Computers 101

This course will show you the basics of using a computer to access online tools at UWM. We will also cover password changes, multi-factor authentication and getting help.

## The Basics

There are four basic parts to a computer:

- **Screen**- the display part of the computer. The power button is typically in the lower right corner of the screen.

- **Computer**- the main part of the computer, typically in a box shape. The screen, keyboard and mouse must plug into this for everything to work properly. The power button for the computer is typically on the front with the brand label.

- **Keyboard**- using the keyboard, you can input text into the computer.

- **Mouse**- there will be a cursor on the screen: Which ever direction you drag the mouse, the cursor will move in that same direction. The mouse also has 2 buttons, one on the left and one on the right. In most cases, you will use the left mouse button. You can either single or double click on the mouse buttons to perform actions. There may also be a scroll wheel between the 2 buttons in the top center of the mouse.

Each of the 4 items above must have power for the computer and its parts to function properly. Look for a lit power symbol on the screen and computer to make sure they have power. The keyboard and the mouse get power from being plugged into the computer. Below is what the power symbol looks like:
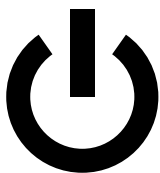
# ePantherID and Password

Everyone at UWM has an ePantherID and password. Your ePantherID is typically your name (or part of it) and possibly some numbers. To use any of UWM's online services, you must know your ePantherID and password.

You should **never** share your password with anyone.

Your ePantherID is also part of your UWM email address, the first part of your email address is your ePantherID:

*ePantherID@uwm.edu*

We will discuss how to access your UWM email account later in this class.

## Signing in to a computer at UWM

If you are using a computer at UWM, most of the time you will need to sign into the computer before you can begin to use it.

1. To sign in, make sure the computer is turned on. If the computer is on and the screen is still blank, move the mouse to get the computer out of sleep mode.

2. On the screen that appears type your **ePantherID** in the **User name** box (left click in the box before typing) and your **password** in the **Password** box (left click in the box before typing).
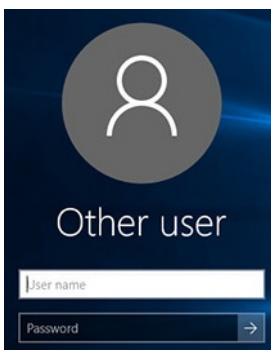


3. Left click the arrow on the right side of the Password box to log in. Or press the **Enter** key on the keyboard.

# Web Browsers

To access UWM online services, you must use a web browser. There are a variety of them available to you:



| Chrome | Edge | Firefox | Safari |

To open a web browser:

1. Locate the icon on the computer for one of the web browsers pictured above. Drag the mouse so the cursor is on top of the icon.

2. Using the left button on the mouse, double click to open the web browser.

## Using a web browser

Once you have opened the web browser, you can type in web addresses to visit web sites. The address box is located at the top of the web browser window:



To visit web sites, left click inside of the address box, type in the web address and press the **Enter** key on the keyboard.

# UWM Website

The easiest way to access all the UWM online services is from the UWM web site. The web address for the UWM web site is:
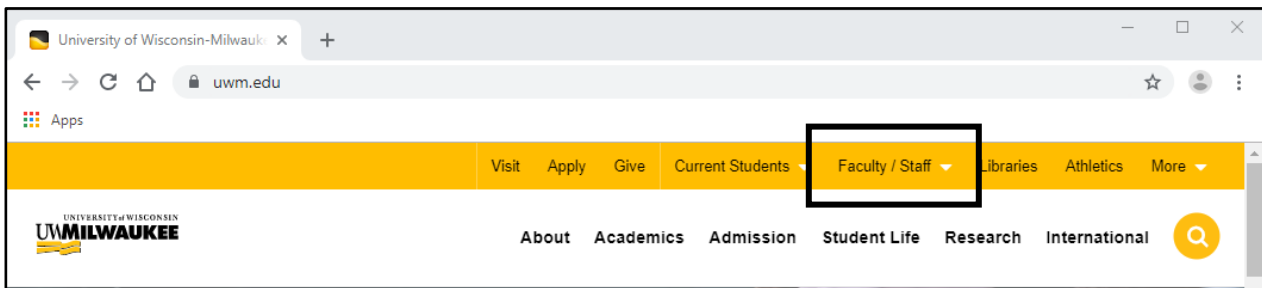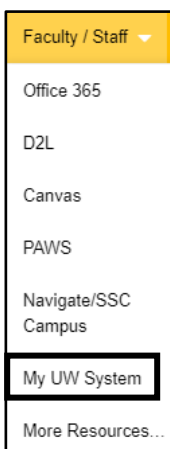
**uwm.edu**

## My UW System

To punch in and out, you use the **My UW System** web site. The web address is:

**my.wisconsin.edu**

The fast way to get to this web site is to start at the UWM web site (uwm.edu) and then locate the gold menu at the top of the page. Left click on **Faculty/Staff** in the menu:



In the menu, choose **My UW System**.



Once at the My UW System web page, choose **UW-Milwaukee** from the drop-down box and click **Go**. Type in your ePantherID and password on the next screen and click **LOGIN**.

# Office 365

To access your UWM email, you use **Office 365**. To access Office 365, start at the UWM web site (uwm.edu) and then click on **Faculty/Staff** in the gold menu. From the menu that appears, click on **Office 365**.
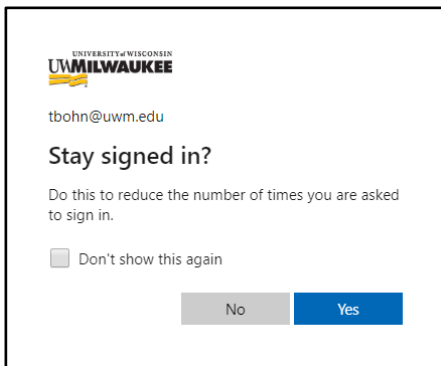
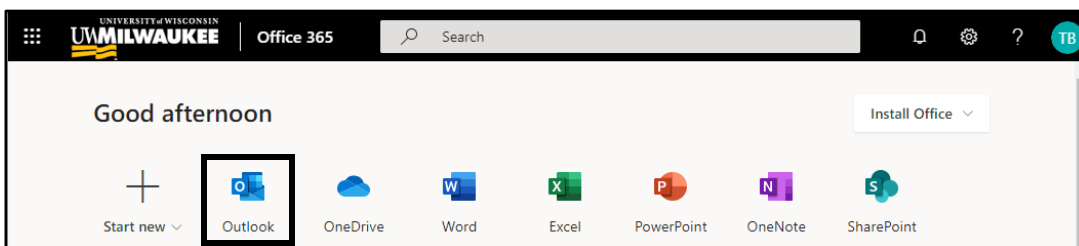The Office 365 login screen appears:
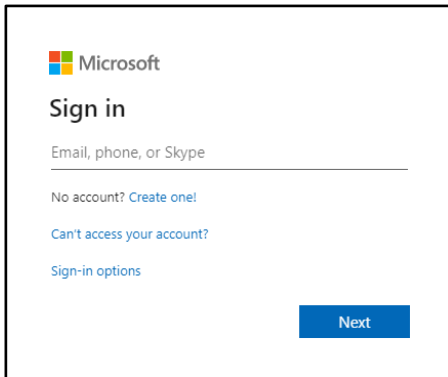


Type in your full email address (ePantherID@uwm.edu) and click the **Next** button. In the next screen that appears, type in your password and click **Sign in**.
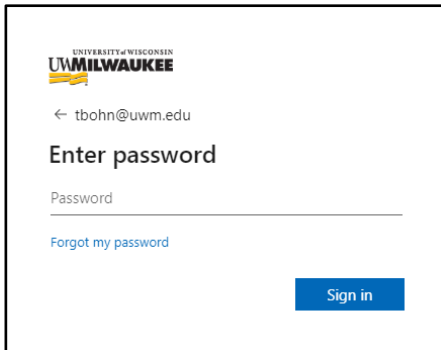


On the next screen, click **No** if you are using a shared computer.



To read your UWM email, in the screen that appears, click the **Outlook** icon:

# Password Changes

Every 180 days, your password will expire, and you will need to choose a new password. Two weeks before your password is scheduled to expire, password expiration reminders will appear **after** you log into the UW System Portal.

A sample of what the password expiration reminder looks like is below:
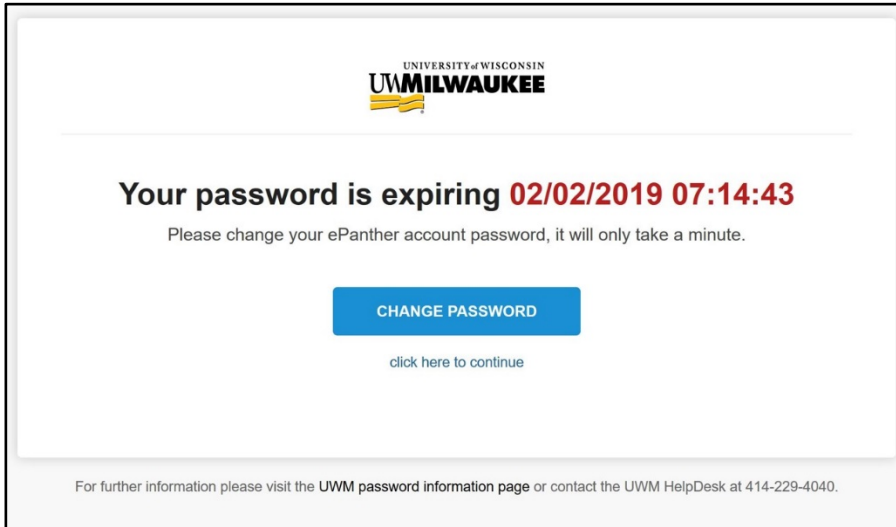


When you begin to receive this notification, you can either click the **CHANGE PASSWORD** button and follow the steps or you can choose to wait by clicking **click here to continue** below the button.

You can also go directly to the **UWM Password** page to change your password at any time, including after your password expires. The web address for the UWM Password page is:

**uwm.edu/password**

Some tips for creating a secure password:

- Use a sentence or phrase that you will remember. This is easier than memorizing random characters and using spaces in a password makes it stronger.

- Use symbols and numbers. Try to think of how to spell the word differently, such as replacing an "s" with a "$" or an "e" with a "3."

- Don't use the same passwords for multiple accounts. If one of your accounts is hacked, all accounts with that password could be compromised.

# Multi-Factor Authentication

Multi-factor authentication (MFA) is the process of having something you know (your password) and something you have (your hardware token) to confirm your identity. MFA is an additional layer of security that keeps your account safe and is a requirement for all UW System employees as part of Information Security Administrative Procedure 1030 A.

Below are some examples of using MFA in your everyday life:

- When using an ATM, you need your bank card and your PIN number
- When paying for gas with a credit card you need to enter your zip code
- When logging in to your bank account online, after entering in your password you may need to enter a security code your bank sends in a text message.

If you check the **Remember Me** box when authenticating with MFA, you will not have to use MFA to authenticate again for a short duration of time:

- 1Login (My UW System)- 12 hours
- Office 365 (UWM email)- 14 days

If you lose your hardware token, you will need to get a bypass code to be able to log into UWM online systems and you can pick up a new hardware token.

- Contact the UWM Help Desk: visit them in person (Bolton 225A or Library Learning Commons) or call them (414-229-4040 or toll free 877-381-3459)
- Visit the UWM TechStore inside of the UWM Panther Shop to pick up a new hardware token and then visit the UWM Help Desk for assistance is setting it up.

# Getting Help

For technical assistance after this course is over, contact the UWM Help Desk:

- By phone: (414) 229-4040 or toll-free (877) 381-3459
- Website: uwm.edu/helpdesk
- Walk-In: Bolton 225A & Library Learning Commons (Monday-Friday, 8 am-5 pm)