

Logon to a Local Account (Windows)

This article is only for logging into Local Accounts for University Windows Domain computers.

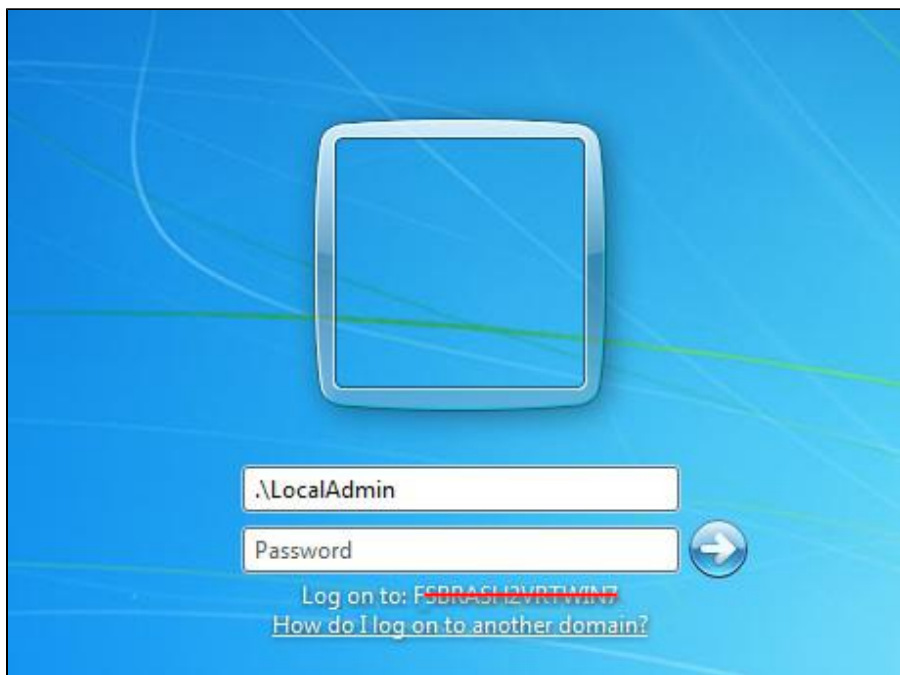
The use of local accounts are for specific business needs and cannot be created for general use.

A Network Account (AD) is needed in order to log into Windows computers. All Faculty, Adjuncts & Staff have a Network account (AD). Students, Temps, and Non-Employees do not and must have one requested.

Please see instructions: [Access Resources Request Workflow Instructions - AD, Exchange, Wiki/Confluence, Etc.](#)

Step-by-step guide

1. In the login window, simply precede the username with '.\'.
2. For example, to use an account called 'Loaner', you would type '.\Loaner' into the username box. That's a period, followed by a backslash, which is usually located above the enter key.
3. As soon as you type it, you'll notice the 'Log on to . . . ' note below the entry box change to reflect the name of the local machine such as NYS215-123456.



Related articles

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[Page:Access Microsoft Imagine \(Dreamspark\)](#)

[Page:Add Public Folder Contacts to the list of Address Books](#)

[Page:Accessing @Fairfield.edu Email Accounts](#)

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For further assistance, please visit the ITS4U Help Desk located in NYS 215 or call 203-254-4069 during business hours.

Hours can be found here: [ITS4U Help Desk Hours of Operation](#)