

## PC login

1. Students and staff of Monash University Malaysia are required to log into the computer workstations using the network account username and password provided by Information Technology Services.

To log in, press “Ctrl”, “Alt” and “Delete” keys together and a dialog box will appear.

2. Enter your username and password.

Example (for students)

Username: **username**

Example (for staff)

Username: **admin/username**

3. When done, log off by pressing “Ctrl”, “Alt” and “Delete” keys together. Select “Log off”.  
Users are strongly recommended to log off in order to prevent others from accessing their account.
4. Do not shut down the computer workstation.

Once you have logged out, any files saved on computer workstations will be erased. Please see your personal drive, USB thumb drive or external hard disk to save your files.

## Saving files

Once you have logged in, you can save your files in your own personal drive:

- K drive is the dedicated network drive for Monash students
- Z drive is the dedicated network drive for Monash staff
- Access to your personal drive is permitted from any computer workstation within the campus. Storage capacity is 250 MB for students and 2 GB for staff.