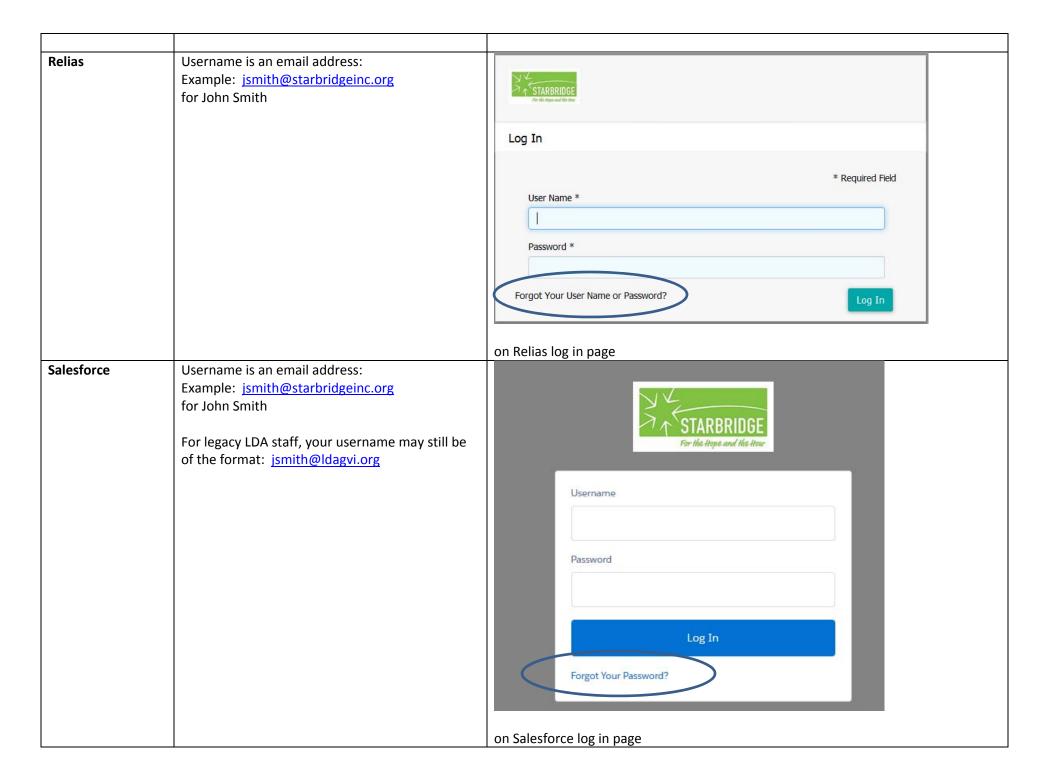
What's my username/password???

Guidance on Usernames and Passwords for various Starbridge applications

Application	Username format	Can't log in? Forgot your password?
ADP	First Initial and Last Name@ldagvi Example: jsmith@ldagvi for John Smith DO NOT include ".org"	Welcome to ADP User Login Admin Login User ID Password Forgot Your User ID/Password? LOG IN
		on ADP log in page
Computer (see hints for Windows log in)		
Outlook web	First Initial and Last Name	Your email password should be in synch with your computer password.
access (aka OWA or		
webmail)	Example: Jsmith for John Smith DO NOT include @starbridgeinc.org Microsoft* Outlook: Web App Security (show explanation) This is a public or shared computer This is a private computer Warning: By selecting this option, you confirm that this computer compiles with four organization's security policy. Use the light version of Outlook Web App User name: smith Password: Sign in Connected to Microsoft Exchange © 2010 Microsoft Corporation. All rights reserved.	If you try too many times and lock yourself out, wait 30 minutes If you still can't log in, submit an IT request If that doesn't work, submit an IT request.



Webmail (see hints		
for Outlook web		
access)		
Windows log in	First Initial and Last Name	If you try too many times and lock yourself out, wait 30 minutes
(log into your		
computer)	Example: Jsmith	If you still can't log in, submit an IT request
	for John Smith	