



FIRST TIME PUBLIC COMPUTER LOGIN GUIDE

1. Login to a Library Database Room workstation using our walk-in user id and password available at the Library Circulation Desk.

2. Open a web browser and login to FuquaWorld. Use the following to login:

Username = your NetID

Password = your Duke email password

3. Once you've connected to FuquaWorld, look in the top right corner of the page and click the "My Profile" link. On your Profile page, you will see your original FuquaNet password.

4. Copy down this password on a sheet of paper. **Write carefully!** This password is long and case-sensitive.

5. Close the browser and log out of the Library workstation.

6. Login again to the workstation; but this time use the following:

Username: your NetID

Password: your original FuquaNet password – copied down in Step 4.

Type carefully! 3 failed login attempts will lock your account!

7. Once you've logged in, press Ctrl+Alt+Delete, and click the "Change Password" button.

8. We strongly recommend that you change your original FuquaNet password to match the password that you use to login to your Duke email and FuquaWorld.

This will allow you to access Fuqua workstations, your Duke eMail, and FuquaWorld with a single Duke NetID and password.

9. Logout of the workstation and login again using your NetID and the new password you created in Step 8 above. You're done! And can now login to any public workstation at Fuqua.

If you get a "Your account has been locked" error, please call Fuqua Technical Support at 919-660-7878. Give them your name and NetID and ask them to unlock your network domain account.