

Establishing First-Time Access to the Century Network from Off-Campus

If you would like to access your files and e-mail for the first time remotely, (from an off-campus location), please follow the procedure below.

Updating Your Login Information (for first-time access)

Once your user account has been migrated to the new Microsoft Network, you will need to log in to the Century Network one-time to reset your password. Accessing the new Microsoft Network and your Outlook e-mail will now only require one username and password. Your username remains the same; however your temporary password for first-time login has been changed, (please read further for details on this). It is a good idea to view [this document](http://www.century.edu/files/EmployeeTS.pdf), (<http://www.century.edu/files/EmployeeTS.pdf>), to address any security settings issues you may need to change within Internet Explorer prior to accessing the Century Network remotely.

1) Go to: <http://remote.century.edu/tsweb/>

2) Click on the "Connect" button.

(A pop-up box will open)

3) Confirm that you trust the computer you are connecting to by clicking "Yes".

(A new screen will open with a logon dialog box).

4) Enter the following:

Username – Your same Century username you have always used

Password – Find this in John Rohleder's e-mail to everyone dated 3/13/08, titled "Microsoft Conversion Update #5 - Final Pre-Conversion Message "

(At this point you will be required to change your temporary password to something more secure).

5) Enter your new password, and confirm it by entering it a second time.

(Be sure to remember your new password you are creating. This combination of your same username and new password will now be your single login information for Century Network & Outlook e-mail access)

Accessing Your Employee Files

You should now be logged in to a "remote" desktop session, giving you access to all of your employee files. Note at the top-center of the screen, in the white title bar, (showing the title of "remote.century.edu), that you have the ability to minimize and maximize this window in order to switch back and forth between your own computer and this remote computer. Double-click on "My Computer" from this desktop to access your network drives. **TO EXIT THIS REMOTE SESSION**, click on the "Start" menu and choose "Log Off". In the future, you will continue to access your files remotely by returning to <http://remote.century.edu/tsweb/>.

Accessing your Outlook e-mail remotely through Outlook Web-Access

Once you have completed your one-time password update, accessing your Outlook e-mail is easy!

1) Go to: <https://mail.century.edu>

2) Select the proper choice for either a public, (library, hotel, etc.) or private, (personal or work) computer.

3) Enter your usual username and newly created password.

4) Press the "Log On" button.

(Please remember to log off at the upper-right when you are finished)