

## **How to Activate your CASLab Account**

If using CASLab machines for the first time, you have to activate your account from the CASLab website:

1. Go to <http://www.caslab.queensu.ca/account/>
2. Click on “Launch the CASLab Account Management Tool”.
3. Enter your Queen’s NetID (all lower-case). This will bring you to a page that will ask you to set your Caslab password (which is truncated to 10 chars).

After completing these steps, you will need to wait for about 10 minutes until you have full access to the CASLab machines in the labs, so be sure to activate your CASLab account before your first lab.