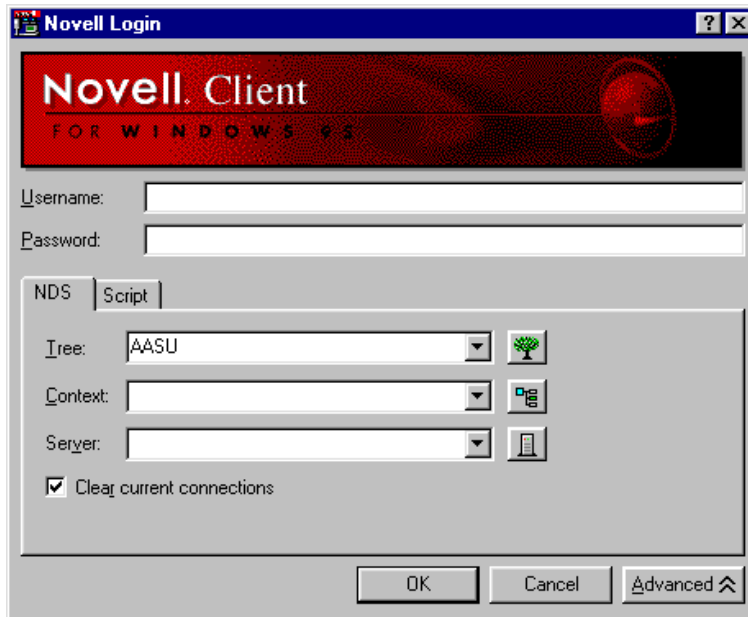


# Logging in to the Novell Network for the First Time

Passwords are assigned in a random order and will match that which is assigned to you for your email account. You have the right to change your password at any time, please contact the helpdesk at 344-2518 or visit our web site at <http://helpdesk.armstrong.edu> for details and/or directions.



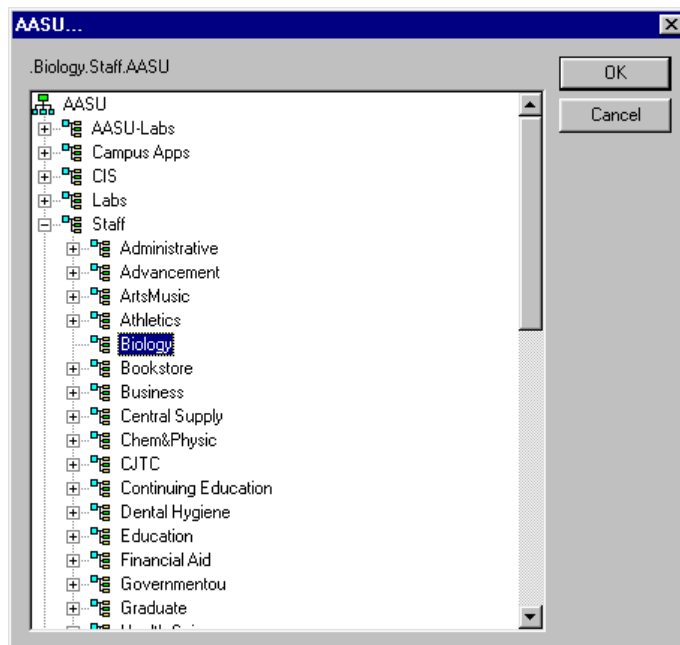
Click on Advanced so your window is expanded as follows.

Enter **AASU** for the Tree  
Your context is specified on the form with your username and password.

Type your context here:  
(ex: **CIS.Staff.AASU**)



You may also choose to select your context by doing the following:



\*the list of contexts will only show up once a user has logged into the workstation successfully. Otherwise, you will see **?security**. This just indicates that the workstation does not have rights to view the desired context, therefore you will have to type the context in manually as directed above.

Double Click on AASU, double click on Staff, and double click on your department (so the + goes away).

Click OK to Return to the box above. You should have information in the context box.

Click OK to log on for the first time.

## Windows 2000 Users:

After logging into Novell, you will then get a Windows2000 login.

This login is set with User Name = Administrator and the password is blank. There is an option in the lower left corner of the Windows login screen to sync up your Windows2000 password with your Novell password. We suggest that you select this option so that you will only receive one login prompt. If you choose to NOT sync up your passwords, you will have to login to both Novell and Windows2000 to gain full access to your network resources and to the workstation.



**\*\* Please Note: If you share a workstation with multiple users, please DO NOT sync your Novell and Windows password. The best option for this is to collectively come up a password which can be shared among all users of that workstation.**

You are encouraged to change your password at your earliest convenience by Right Clicking on the red **N** located in the lower right task bar. Once you right click on the **N**, you will need to select User Administration for AASU option, and then Novell Password Administration. At this point a window will appear before you titled User Password Administration with information regarding your user account. Located in the upper right side of this box will be a button labeled, Change Password. Once you click on this option, you will be asked to enter your old password (The password that's been assigned to you), and then to enter your new password and to confirm by re-typing the new password.

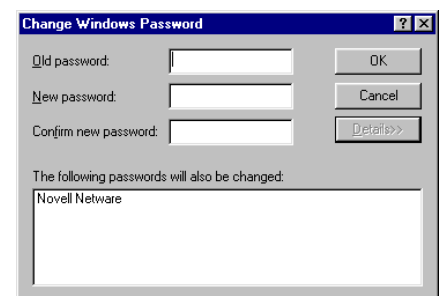
Enter the password of your choice (must be 5-8 characters) two times.

Click OK.

You may need to click **Close** on the Results window.

(Do not worry if you see "Your password has been changed." and "Windows95/username Your password has not been changed.")

You are now logged on to the Novell Network.



## General Network Information

If you go to My Computer you will see a J: drive that maps to your personal directory on the network. This is a great place to store your files as we regularly back up the network and it is secure. The K: drive is your department directory where you can store and access files shared within your Department. The L: Drive is the Exchange where folks campus-wide can access files. Exchange is erased weekly to prevent clutter and is NOT secure (unless you password protect a file).

**Do NOT share your username and password with anyone.** Your signature for this account certifies that you are aware of and will comply with the conditions of issuance of your accounts as set forth in the Armstrong Atlantic State University Network (AASUNet) Acceptable Use Policy and all state, local, and federal laws regarding computer use. You understand that under no circumstances should you allow another person the ability to use your account. Do not log into a workstation and allow another to use the rights assigned to you, nor should you give your user account and password to anyone for accessing the AASU system. The Georgia Computer Systems Protection Act is incorporated herein by reference. If you would like copies of these policies or laws, contact Computer and Information Services Helpdesk at (912)921-5518. Any account determined to be misused will be terminated at the discretion of CIS.

If someone else logs onto your machine, you will need to go through the steps above to log in as yourself.

If your machine locks up, and you must do a cold restart (turning the power off) you may get a message that you are logged into too many stations. Wait about 5-10 minutes and try to log in again. When you are unable to shut down properly you are not logged off the network. It takes the network a few minutes to recognize that you are no longer there and to terminate your connection.

If you have any questions or problems please call the HelpDesk at 344-2518.