Using the Network and Your Network Accounts

This section covers basic logging in and out procedures for our Novell network and the Sun, changing your password, and some tips for using the Network.

When you first log in to your computer, you are logging in to the Novell network (If the windows login message appears first, then you are not connected to the network). To log in on this network, you will need to supply your username (typically made up of your first initial followed by your last name, e.g. deyman for Douglas Eyman)--if you were the last person to use this machine the username box will already be filled in with your username. After you type your username, you have to type in your password. If you get an "Access Denied" error, then you may have

--mis-typed your password,
--hit enter after only typing in your username (you should use [TAB] to move from the username input box to the password input box),
--you may be using your Prime/Unix password instead of your Novell password,
--or you may still be connected from a previous login; if this is the case, you should call the HelpDesk.

Your username and password for the Sun may be different from those used for your initial network logon. Sun usernames are typically made up of your first initial, followed by the first seven letters of your last name; username and password must be in lowercase letters. When logging on to the Sun, it is a good idea to switch on your CapsLock key (after entering your username and password)--the Prime/PL_Open system requires most commands to be entered in caps, but it won't always tell you so.

Changing your password

Our system requires you to change your password every 90 days (for security purposes); you will also have to change your password if you forget your password and ask the HelpDesk to give you a new one. When you log in (with your old password which is about to expire, or with the password the HelpDesk has given you) you will be informed that your password has expired and that you have 3 "grace" logins (meaning that you can use your old password 2 times more). When asked if you would like to change your password now, you should choose yes. You will need to go through the password change process twice, once for the network and again for Windows. For the network, simply type in a new password in the first box and repeat it in the second, repeat the process for the Windows password change box which pops up next. If you set the network and Windows password the same, you won't be asked for the Windows password again. If you have forgotten your old Windows password (which is required to set a new one in Windows),
then you will have to call the HelpDesk for assistance. It's a good idea to choose a password of at least five characters which contains both letters and numbers, and select one which you will remember. You should not use your Sun password as your network login password. As always, **never share your passwords with anyone.**

**Network Drives**

You have a directory on the network--it appears as your username on CFCC\_Apps\Vol1\Users (U:) (e.g. Deyman on CFCC\_Apps\Vol1\Users (U:)). You may use this directory to store data and files, but you should not put programs in it. Remember that you are limited to 10 megabytes of data storage. Benefits of saving files to the network drive include the network backup which is made every night--if your computer dies, your data will still be safe; and even if the network crashes, the data will have been backed up and is thus recoverable.