

Novell Account Information PC

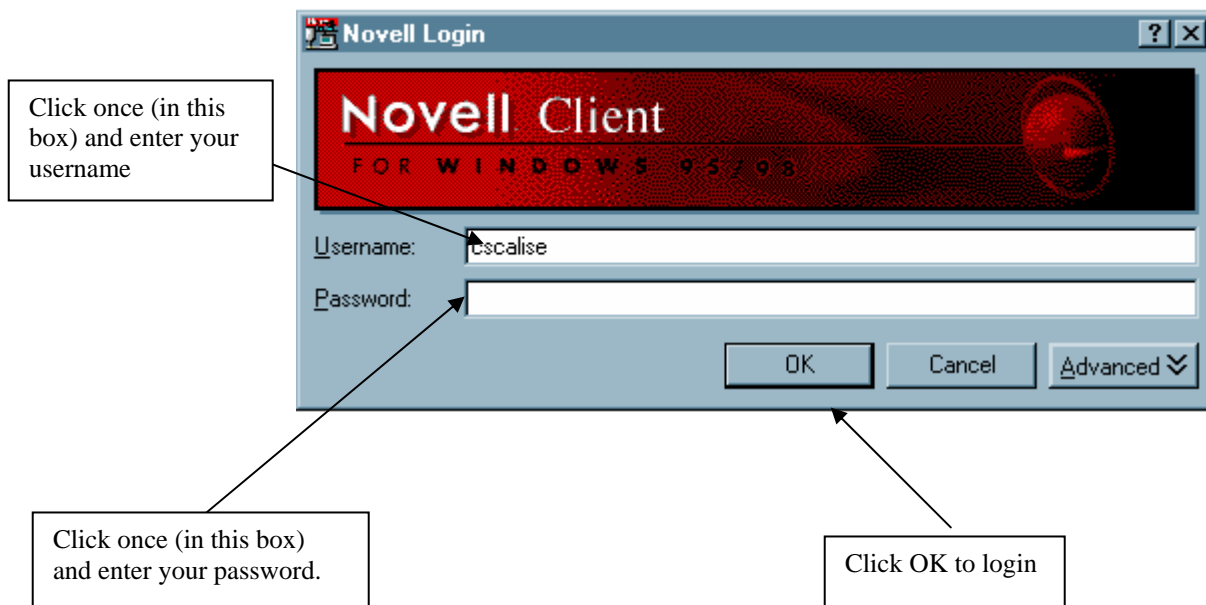
Your Novell account is also called your “network” account. This account is used to login to the network when you first turn on your machine. It gives you the benefit of network resources and a "home" directory that is a safe location on the network to save your data. Your home directory is regularly scanned for viruses and backed up daily.

How do I login?

When you first start your machine, you should get the login screen (shown below) - enter your username and password in the space provided. When you click OK, the network will process your information and log you in.

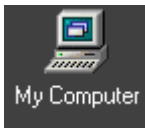
NOTE: If you do not get this screen when you turn on your machine, please contact the Helpdesk at X4642

Novell Login Screen

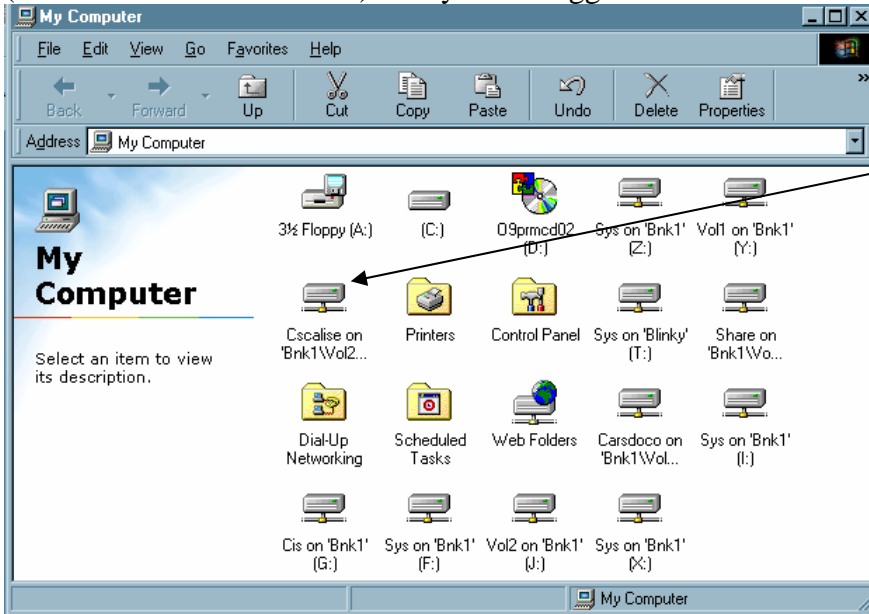


How can I tell if I am logged in?

Double click on the My Computer icon on your desktop.

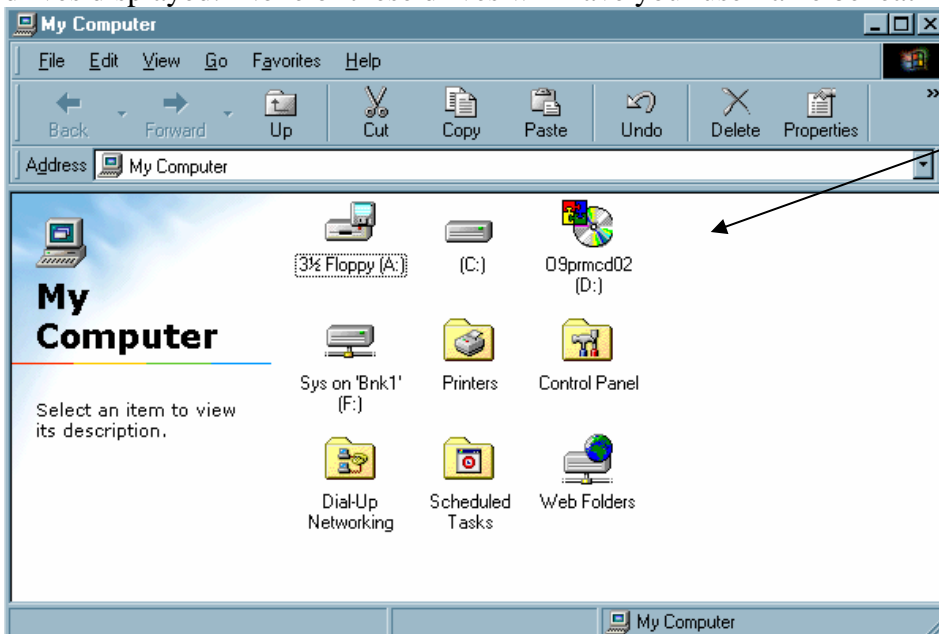


If you see a drive with your username below it and several additional drives listed (similar to the screen below) then you are logged in.



If you see your username displayed below a drive – then you are logged in.

If you are not logged in, when you double-click on my computer you will see fewer drives displayed. None of these drives will have your username beneath it.

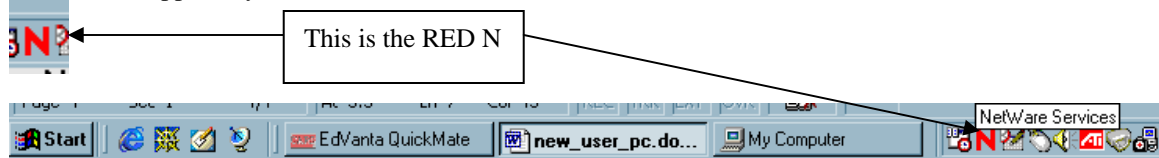


You are not logged in if you do not see your username beneath a drive listed in My Computer.

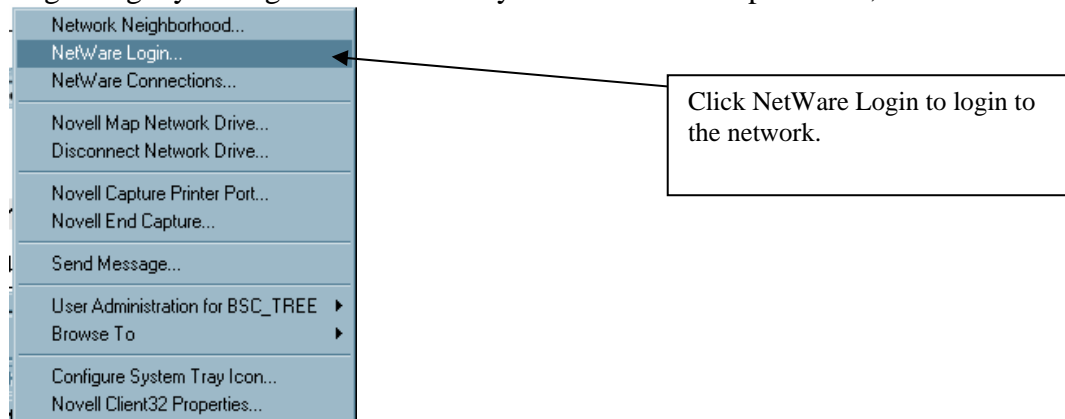
If I am not logged in – how do I login?

The easiest way to login would be to restart your machine and get back to the Novell Login screen that appears when you first turn on your machine. However, if you don't want to wait –

Right click on the RED N that is displayed in your system tray – which is usually on the bottom right of your screen (opposite your START menu button).



When you right-click on the RED N, you will have a menu appear – select NetWare Login to get your login screen. Enter your username and password, and then click OK.



How do I access my Novell home directory?

If you would like to save a file to your home directory, choose File...Save As and make sure you point the file location to H:\. H:\ is the drive letter that references your home directory. If H:\ is unavailable, you will have to login.

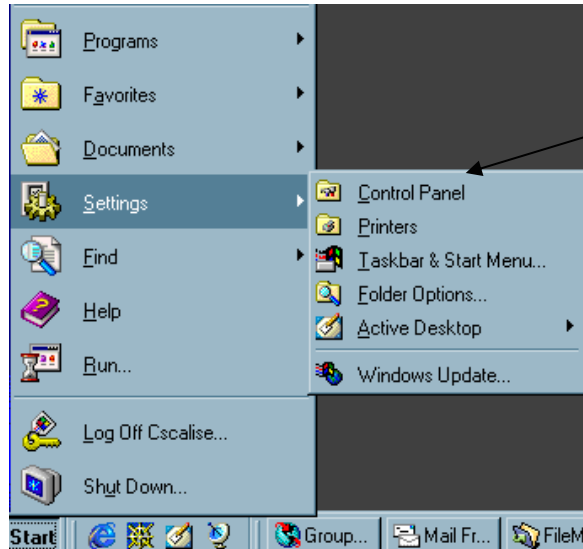
If you would like to see what is in your home directory – double click on my computer



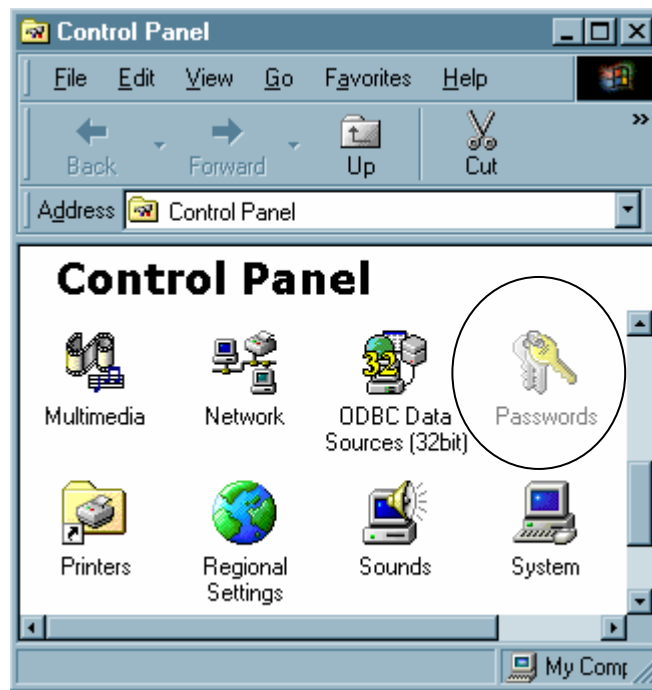
This will open up a window – look for the drive icon that has your username beneath it and double click on it. This will open up all the folders in your home directory.

How do I change my password?

Changing your password is easy – once you are logged in, click on the Start button and select settings then click on Control Panel.



Use the scroll bar to scroll down until you see the password icon. Double click on the password icon.

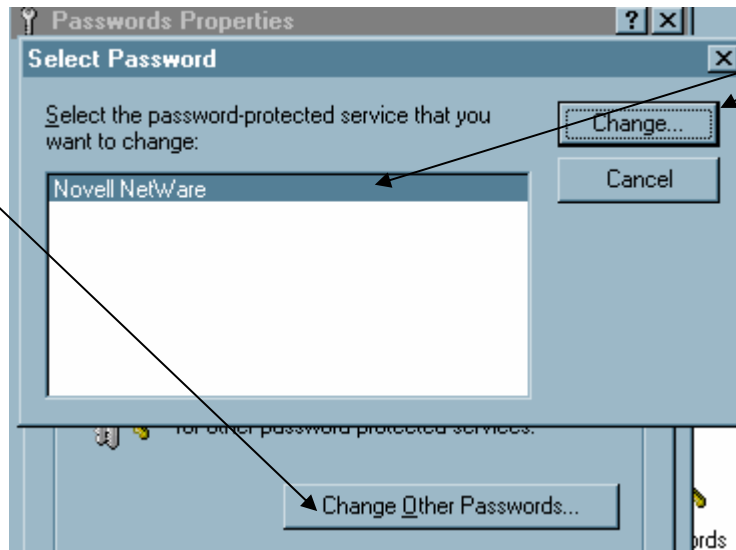


Scroll down by clicking this arrow until you see the Password icon.

Click the “change other passwords” button. This will bring you to another window. Highlight Novell NetWare and click Change.

NOTE – if you do not see these options to change your password, you must restart your machine and start at the beginning of this section

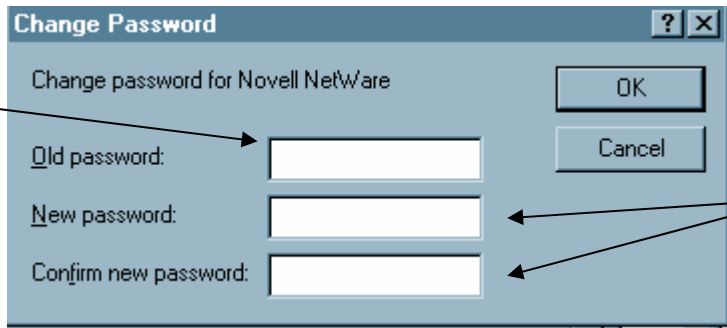
In the Password Properties window, select this button



Make sure Novell NetWare is highlighted before you click the change button.

You will need to enter in your old password. Then type in your new password and **confirm** your new password by typing it in again.

Type your old password here



Type your new password in both of these boxes

Continue to click OK at each window that appears until you get back to the Password Properties window. Click CLOSE to finish. Your password has been changed!

What if I forget my password?

Simply come by the Helpdesk in Room 705 with your Bank Street ID and we will reset it for you.