

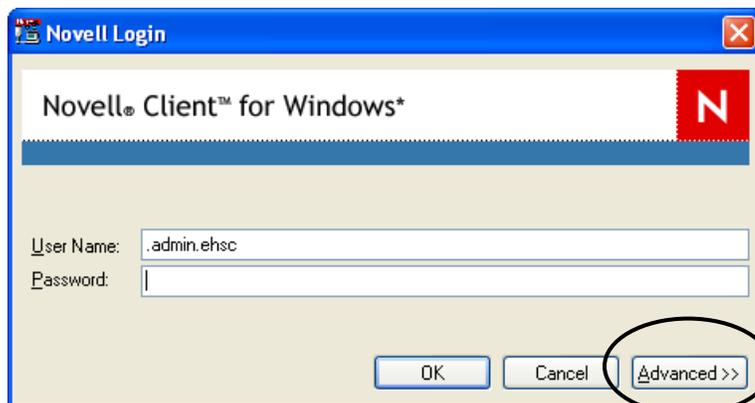
Computer Login Procedures

Eastern Howard School Corporation
03/10/2010

All computers in the Elementary and Jr/Sr High School are connected to a computer network that delivers customized security, program selections, and personal storage space from our servers. To use the systems, you must have a login name and password and know from where your computer services are delivered – also known as a context.

Login names and passwords should NEVER be shared without permission of the Tech Dept. It is against school rules for students to share and use each other's personal accounts. Likewise, staff should never allow students to operate the computer under their account. All computer activities, including Internet and e-mail access, are tracked by your login name. Sharing logins compromises security and may result in inappropriate activities being charged to your account. Keep your passwords private!

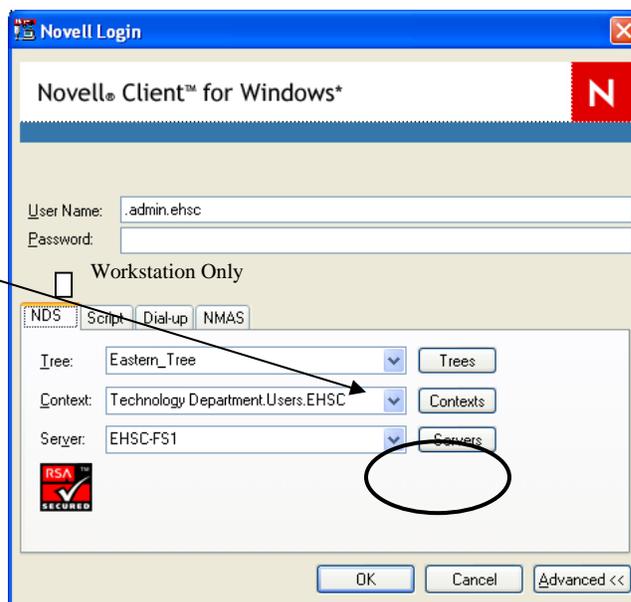
To access the system, you will need to enter your login name and password into the Novell Client screen like that shown on the right. The first order of business is to left-click on the **Advanced** button in the lower right corner.



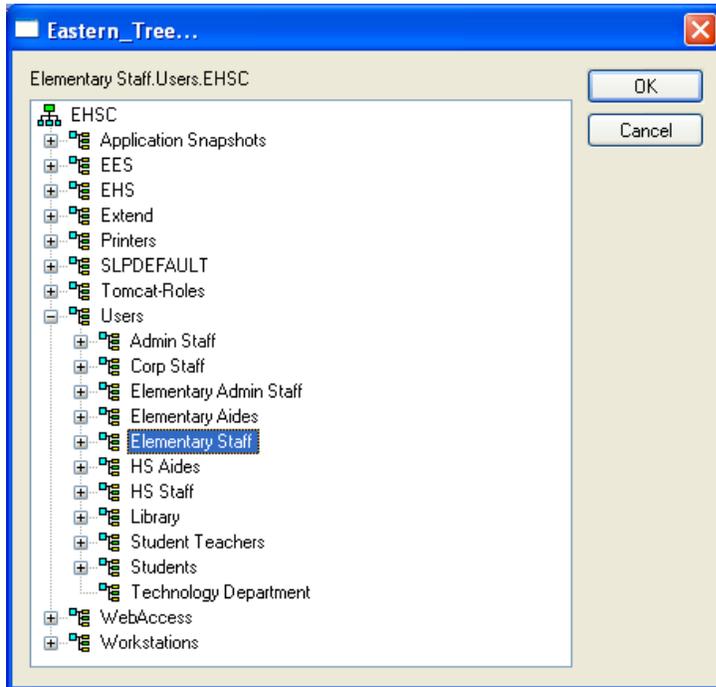
The login box will now show the additional areas to add the proper context and server information.

After typing in your Username and Password, select the **C**ontexts button and the **S**ervers button one at a time to complete those boxes by selecting from the menu system (in most situations the server box will already be set to the proper server for your building).

Note: Once you do this process, the computer should hold this information until someone else with a different context uses this computer. If you are a teacher who does not share your computer with



students, you may not need to answer these questions on your system once they are answered the first time.



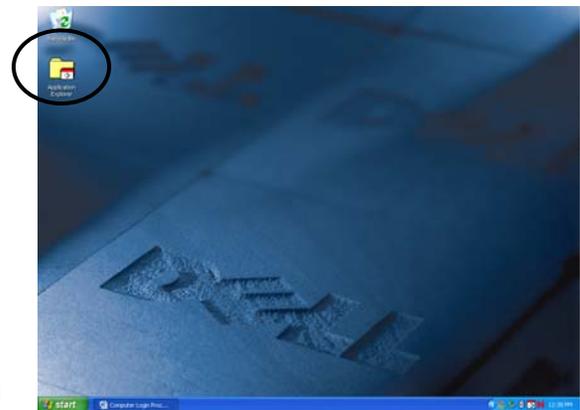
When you select the Context or Server Button, a pop-up window will appear similar to the screenshot on the right. By left clicking on the +/- symbols in front of the 'tree' components, you should be able to select your context.

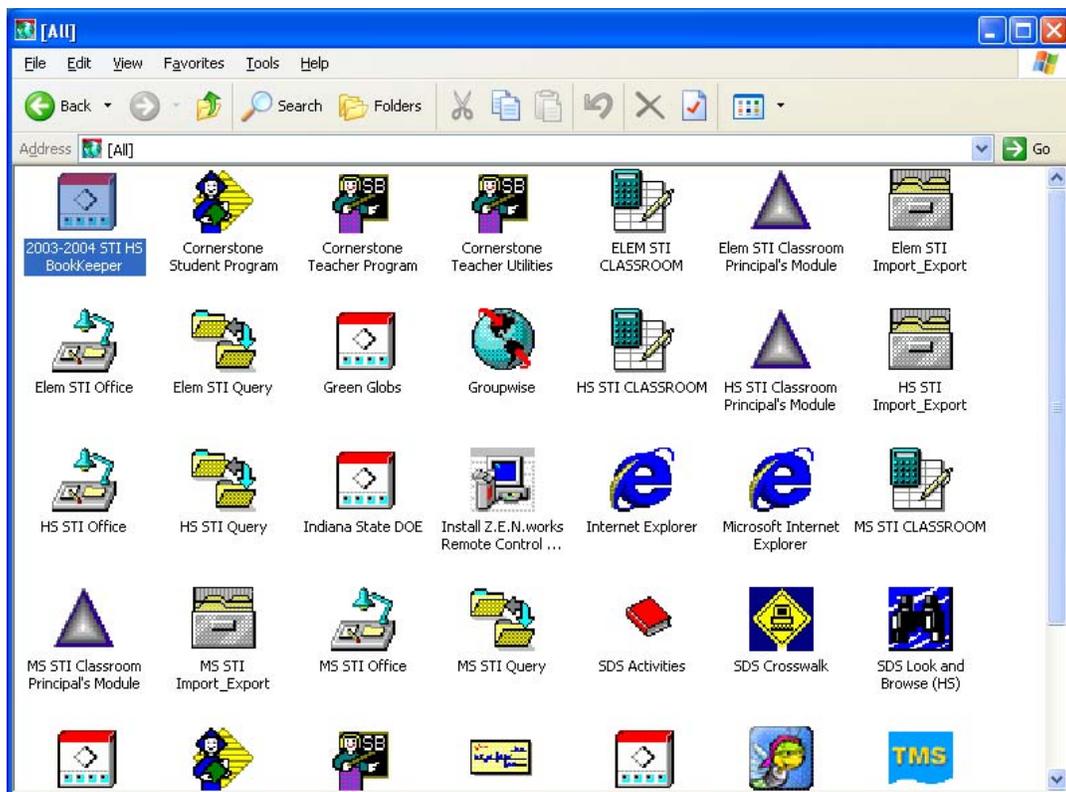
All staff accounts now use the EHSC-FS1 Server. High School teachers are located under the HS Staff area under the Users context. Elementary teachers are listed under the Elementary Staff area under the Users context.

Once fully logged in, you should see the Windows screen. Many programs can be selected from the Start button in the bottom left corner.

Since our network also delivers specific applications to each individual, you can find additional programs listed for your use by accessing the **Applications Explorer Icon**.

By right clicking on the Application Explorer Icon and selecting Explore, the Application Explorer program will open. Selecting the ALL option on the left allows you to see all specific network delivered application icons on the right side of the Application Explorer Screen. On the left side of the screen you will be able to navigate to 'My Documents (your network drive) and other allowed drives on the computer. This screen effectively replaces both the Windows Explorer and the NAL apps launcher programs.





It is from the Application Explorer screen that you are allowed the extended applications such as GroupWise e-mail, Internet Explorer, Student Database applications (STI), etc.

Having Login Problems? The following can help resolve the issue.

1. Make sure you have the correct context. Use the Advanced button to check.
2. Make sure "Caps Lock" is not on.
3. Type your password carefully.
4. Make sure the Workstation only button is **not** checked.
5. Check that your network cable is not unplugged from the computer or wall.
6. If the Novell login does not appear – there are network issues. Call!
7. Try a different computer. If just one of the computers works, let us know.

If all else fails – contact us after you've checked the above.

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