Joining Your Workstation to the Domain & New Login Procedures

_GENERIC NOVELL USERS_

NETID: ______________  1-time use Password: ___________

Preparation
by November 8, 2010

1. Cleanup your desktop:
   - Once your workstation has been joined to our new domain, your desktop will be reset.
   - Be certain that any documents saved to your desktop are saved to a network drive instead
   - You will have to re-create any shortcuts that you have
   - You will have to re-customize your desktop (backgrounds, etc.)

2. If you use Firefox, backup your Firefox bookmarks – (FIREFOX ONLY)
   - NOTE: Internet Explorer favorites will remain intact through this process

JOINING YOUR WORKSTATION TO THE DOMAIN

STEP 1

   - Turn on and/or log in to your assigned workstation.

STEP 2 - For MANUAL addition only (November 8 – 12)
   - If being added automatically (November 16 – 18), please skip to step 3

   - Click “JoinRHSnet” icon on your Novell Application window

   ![Novell Application Window with JoinRHSnet icon highlighted]
**STEP 3**

- A series of scripted events should begin to occur. Please allow the process to run to completion.

- A prompt will appear on your screen indicating that your computer will reboot in 30 seconds.

- Allow the computer to reboot, as this is vital to the entire process.
LOGGING INTO WINDOWS

- Press Ctrl+Alt+Delete when prompted

![Windows login prompt]

- You will see a Windows login prompt on the screen.

![Windows login prompt with net ID entered]

- Enter your unique net ID (same as your novell login) into the appropriate portion of the login prompt.

![Windows login prompt with password entered]

- Every authorized user should have confidentially received a new, single-use password (Check the top of the first page of these instructions) from your Departmental Migration Representative.

  - Please enter it into the password box of the Windows login prompt.

  - If you did not receive a single-use password, please contact the Help Desk at 3-1691

  - Click on the button labeled "Ok" within the Windows login prompt.
- You will immediately be prompted to change your Windows login password.
  - Click “OK”

- “Old Password” is the unique 1-time password you were given and just entered at login
- “New Password” is one that you must create following the below guidelines:

  Your “New Password” MUST follow the below guidelines:

  **PASSWORD REQUIREMENTS**
  - Minimum of 8 characters
  - Contain at least one numeric character
  - Contain at least one uppercase (capital) character
  - Contain at least one lowercase character
  - Cannot contain any portion of your name or netid
A box confirming that you have changed your password should appear:

The Novell login prompt should appear.

Login to Novell using the **REGULAR GENERIC NOVELL LOGIN and PASSWORD** as in the past.

After you have completed the login process, your desktop background will have returned to a default background, and there will be a list of information specific to your workstation listed at the lower right-hand corner of your screen.

All generic account users will have to login in the below fashion once the above steps have been completed:

1. Login to WINDOWS using their individual, unique user accounts and password
2. Login to NOVELL using the generic account login and password