New User Info Sheet

First time you login:
   (You must log into a workstation once and set you password before webmail or linux will work)
       Login using your Physics User ID and temporary password
           You are then told that you are required to change your password at the first login.
           Click OK
           Enter your new password twice.
           (Your password must be a minimum of 8 characters and must meet complexity requirements: that is it must have a combination of Upper case or lower case letters, Special characters #$%, or numbers previously used passwords may not be used.)

       Changing your password:
           Once you are logged in on a Vista machine, press Ctrl-Alt-Delete
           Click on Change Password
           Type in old password, new password, and confirm new password
           If you want to change your password from a linux machine log into one of the ones you have permissions on and that is part of our domain.
           After successful login, Type passwd
           Type in new password
           Type in new password again to confirm.

           Once you have changed your password you cannot change it again for ten (10) days.
           Your linux and windows password are the same if you change it on one system you have changed it on the other.

Installing New Software:
       These instructions are for installing software distributed across the department. **You may not have access to all the software due to the fact that your group may not have purchased any licenses.**

       Go to Start Menu
         All Programs
           Run Advertised Programs
             Highlight the software you want to install
               Click on Install

Installing Printers:
       Go to Start Menu
         Printers
           Double-Click on "Add Printer"
           Follow the Printer Wizard to install a printer
             Make sure "Network Printer Server" is selected
             Select the Printer you would like to add
             Click "Okay"
             Finish

E-Mail:
       We recommend that users use Outlook 2007 for their mail program. If you want to use Outlook 2007, the settings should be configured automatically for you the first time you run Outlook 2007.

       If you want to use Netscape or a similar mail reader, you will need to know the following server addresses when you set up your mail:
          Outgoing Mail Server: mailhost.phys.ksu.edu
          Incoming Mail Server: imap.phys.ksu.edu

       If you are outside the building we recommend that you use the Webmail server at www.phys.ksu.edu and click on check mail. **Users must login once and set there password before webmail will work.**

Remote Access:

If you need access to the physics system from outside Cardwell you can:

ssh   linux.phys.ksu.edu
webmail   www.phys.ksu.edu and click on check mail.
Web   www.phys.ksu.edu
Terminal services   hunter.phys.ksu.edu (must be preconfigured)

Definitions:

Your **PROFILE** is a collection of files that give the PC your Identity (Start menu, Printers, ect…)
We use a roaming profile, which means that every PC that you log onto will look the same. Your profile "loads," that is it copies from the server to your PC when you login and back to the server when you logoff. Which means the larger the profile the slower the login, so keep your profile small by not storing files in your profile, use shortcuts to files and folders elsewhere on the system.

Groups: Everyone is a member of the physics group and has access to a limited amount of software. If you are with a specific group (HEP, JRM, PHYSED, ect.) you will have access to additional software in the "Run Advertised Programs"menu. Also group membership adds common drive letters to your system (see drives). If you change groups please let PCSC know so we can make the changes in the system so that you have full access to the resources of your group.

DRIVES: The PC you use should have:
"A" Floppy drive
"C" Hard drive (System)
"D" Local Data (Writable Disk Storage)
"H" CDROM drive
 "N" USR apps drive (SYSTEM USE ONLY)
"O" Your personal Windows home directory (for you to store work related files that are
                                                                    backed up every night.)
 "S" Your common group drive (Everyone in your group has access to this drive for sharing data, files are
                                                    backed up every night)
"T" Optional common group drive (Everyone in your group has access to this drive for sharing data, files are
                                                    backed up every night)
"Z" Personal Web Space (Direct access to HTTP\\www.phys.ksu.edu\personal\USERNAME your personal
                                                    web space.)

More information on vista and the Physics Computer Network can be found at:

http://pcsc.phys.ksu.edu/vista/default.htm

If you have any questions please come to Rm. 39.