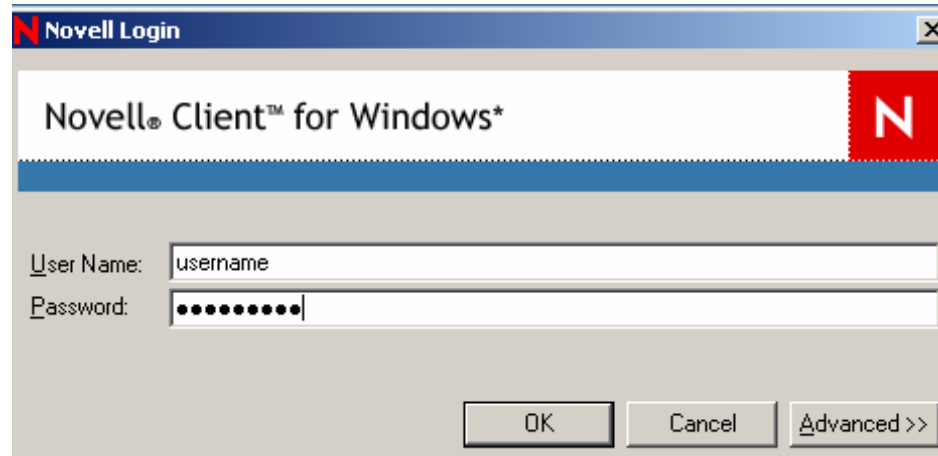


The following directions will help you login to the Novell network *for the first time*.

Your Novell Username is:

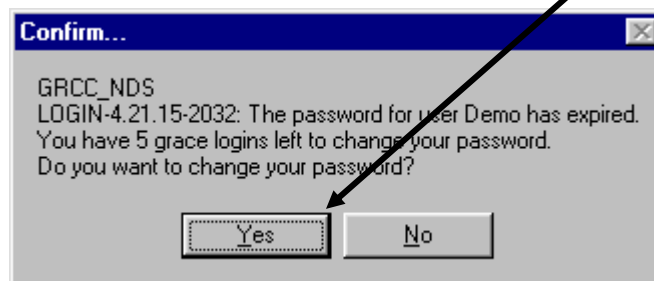
Your Novell Password is:

1. At the Novell Login screen, **type in your Username and Password, click OK.**



NOTE: If you encounter any difficulties during this step, contact ITHELP at 3688.

2. The next message will state that your password has expired. **Click Yes** to change your password to something *you* can remember.



NOTE: If you use your 5 grace logins before changing your password, you will be “locked out” of the system. You will need to contact ITHELP at 3688 for assistance.

3. **Type in a new password** with at least 5 characters. The following guidelines should be followed when creating passwords.

**Difficult-to-Guess Passwords** – User should choose passwords that are difficult to guess. This means that passwords should not be related to one's job or personal life. For example, a car license plate number, a spouse's name, or fragments of an address should not be used. This also means passwords should not be a word found in the dictionary or some other part of speech. For example, proper names, places, technical terms, and slang should not be used.

**Easily Remembered Passwords** - Users can choose easily-remembered passwords that are at the same time difficult for unauthorized parties to guess if they:

- String several words together.
- Shift a word up, down, left, or right one row on the keyboard.
- Bump characters in a word a certain number of letters up or down the alphabet.
- Transform a regular word according to a specific method, such as making every other letter a number reflecting its position in the word.
- Combine punctuation or numbers with a regular word.
- Create acronyms from words in a song, poem, or another known sequence of words.
- Deliberately misspell a word.
- Combine several preferences like hours of sleep desired and favorite colors.

**Repeated Password Patterns** - Users should not construct passwords with a basic sequence of characters that is then partially changed based on the date or some other predictable factor. Users should not construct passwords that are identical or substantially similar to passwords they have previously employed.

4. **Retype** that password to confirm it. **Click OK.**
5. You will then be asked to read the Acceptable User Agreement Notice. Read it and then **Click Agree.** Disagreeing will not allow you access to our system.
6. You will then be prompted to complete HIPAA and FERPA training. All new users must complete this before the system will allow them access. First, you will review a PowerPoint presentation (click on “Training” button). After completing the HIPAA training you will then take a seven question test (click on “Take Test” button). After reviewing the FERPA PowerPoint you will be asked to confirm your reading of this document with your username and **newly** created password.

**You are now in our network! The next time you login you will type your Username and the new password that you just created!**

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## GroupWise Email

To become familiar with GroupWise, use the My Computer icon on your **campus computer** desktop to navigate to S:\Groups\Public\Professional Development\ Applications\ Groupwise\GroupWise Basics Presentation. This is a PowerPoint Show that automatically runs showing you the features of GroupWise. For more detailed information, navigate to S:\Groups\Public\Professional Development\Applications\GroupWise\How To's\GroupWise Basics on your campus computer which is an instruction manual in both WORD and PDF formats.

***In order to access GroupWise via the web from your home or office, you must create a GroupWise password from a computer here ON CAMPUS by doing the following:***

- Step 1: In GroupWise, Select Tools, Options
- Step 2: Double click on Security
- Step 3: Type in a password (This is your GroupWise password); retype where indicated. Select OK.

If you are not on campus you can access your email at: <http://mail.grcc.edu>  
GroupWise web access email is slightly different than your GroupWise email on a campus computer. Because it is basically a web page, you cannot use interface shortcuts like right-clicking, drag-and-drop, or tool buttons. Other handy features like automatic completion when typing in addresses, or pop-up notices, cannot be implemented in Web Access either. To change your password in web access Click on the Options button at the top of the web page (it is the middle of three buttons). Type in the password you used to log in, followed by the new password you wish to use. Click Save.

**PLEASE NOTE:** In order to remain active in the system, you must login **ON CAMPUS** at least once every 5 to 6 months. If you fail to do this your account will be deactivated.

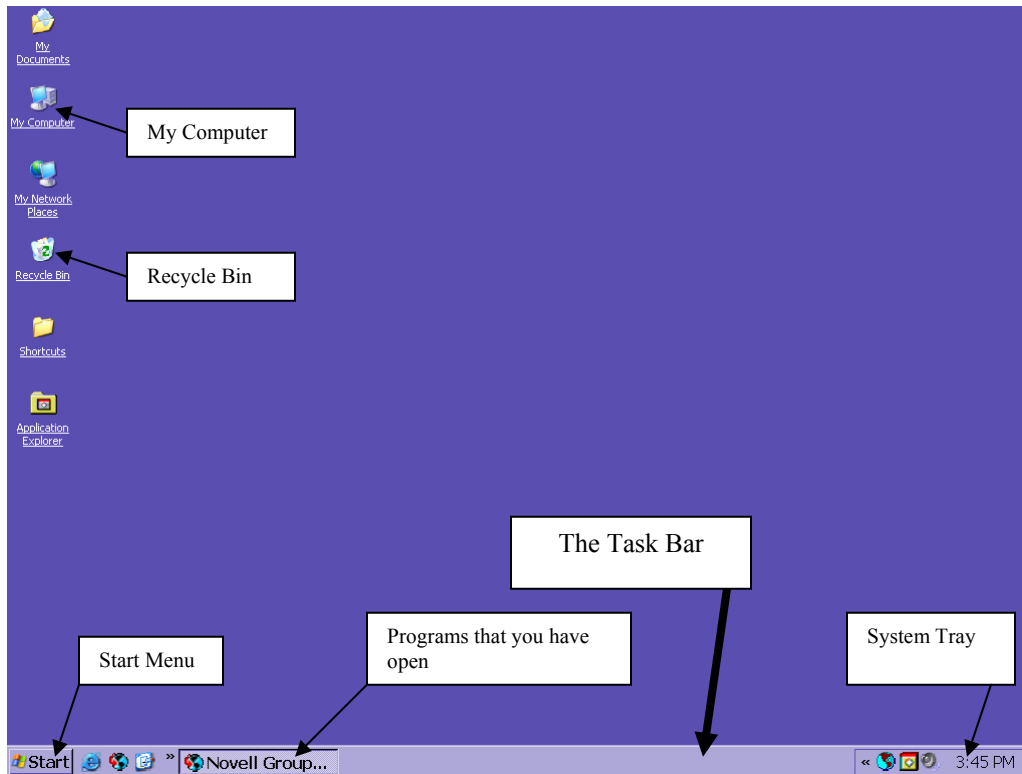
### **Guidelines & other things you need to know:**

- a. You will receive an electronic publication Monday through Friday called GRCC TODAY. It is distributed by the Communications Department and is how we get information to our employees. You will receive both a Word version and a PowerPoint version. Get in the habit of reading it on a daily basis. The format is in an “easy, quick” read.
- b. Please do not send messages addressed to ALLSTAFF. If you have something that needs to be shared with all employees, send it to Vicki Hudson asking that it be put in GRCC TODAY.
- c. You should have an e-mail from ITHELP with a shared folder called “GRCC Post-It Board”. Open this message and follow the directions. This shared folder will be placed in your “CABINET”. This folder has been created for employee personal use for such things as selling your old pickup truck, looking for a plumber, etc. Contact ITHELP or call 3688 if you do not have this but would like access to it.

- d. If you are a faculty member who is going to be using Blackboard and would like more information, navigate to S:\groups\public\Professional Development\Applications\Blackboard\bbuserguide.pdf.
  - e. If you are going to be using eGRCC to enter grades or to view your paycheck information and would like more information, navigate to S:\groups\public\Professional Development\Applications\EGRCC\usingegrcc.pdf.
  - f. GRCC uses a spam blocking service called MailWise. Any email set to your GroupWise email account passes through MailWise first. MailWise will block any emails that have a high spam “score”. To login to MailWise to check you blocked emails and/or add emails to your whitelist/blacklist, please go to the website address: <http://login.mailwise.com>. Click on the link “I have forgotten my password and need a new one”. On the next screen, put your GRCC GroupWise email address in the form and click the submit button. MailWise will send you a temporary password to get into the site.
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## The Desktop

The Desktop is the main screen that you see when you first log in to the computer. It is where the icons such as My Computer and the Recycle Bin are seen. The Taskbar is a bar that appears along the bottom of the Windows screen (although it can be dragged to either side or the top of the screen if the user prefers) which contains the Start Button, which is where you can access your programs, the System Tray which is where your clock is located, and the Taskbar also lists every program that is running. You can switch between programs that are running by clicking on their names in the Taskbar. Just like a physical top of a desk, the Windows desktop is where you put the things you are working on or want to access. You can arrange the icons on the electronic desktop just as you can arrange real objects on a real desktop -- moving them around, reshuffling them, and throwing them away.



## Saving your Files

### Files and Folders Explained

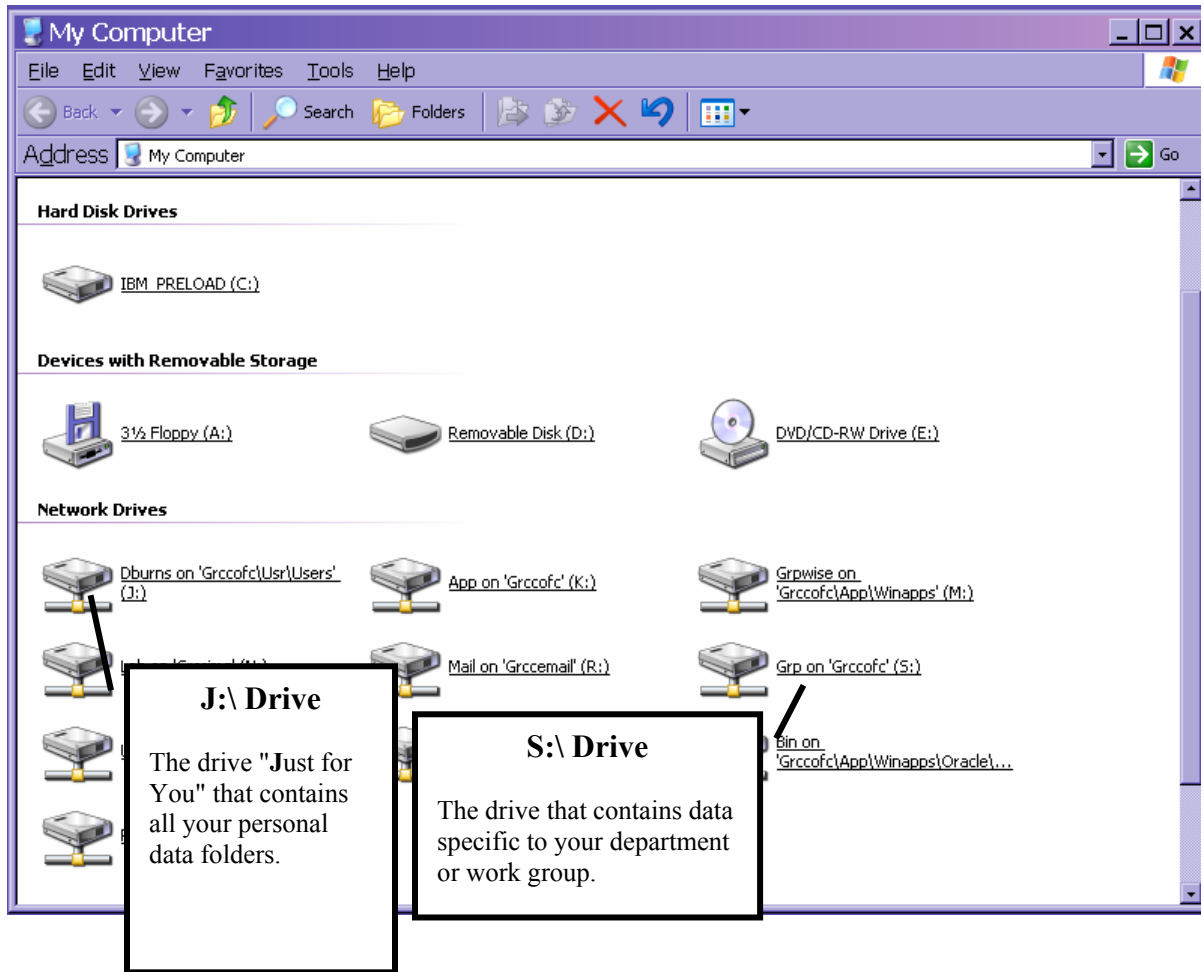
On the computer, there are two basic types of items that need to be organized. The first, a folder, is an object that can hold multiple files or documents. (Folders are sometimes referred to as directories.) On the computer screen, a folder most often looks like a yellow or blue paper file folder. The second type of object is a file, which may be a picture, a document, a video clip, or other piece of data. A file often has a small icon or picture associated with it.

### Viewing Files and Folders

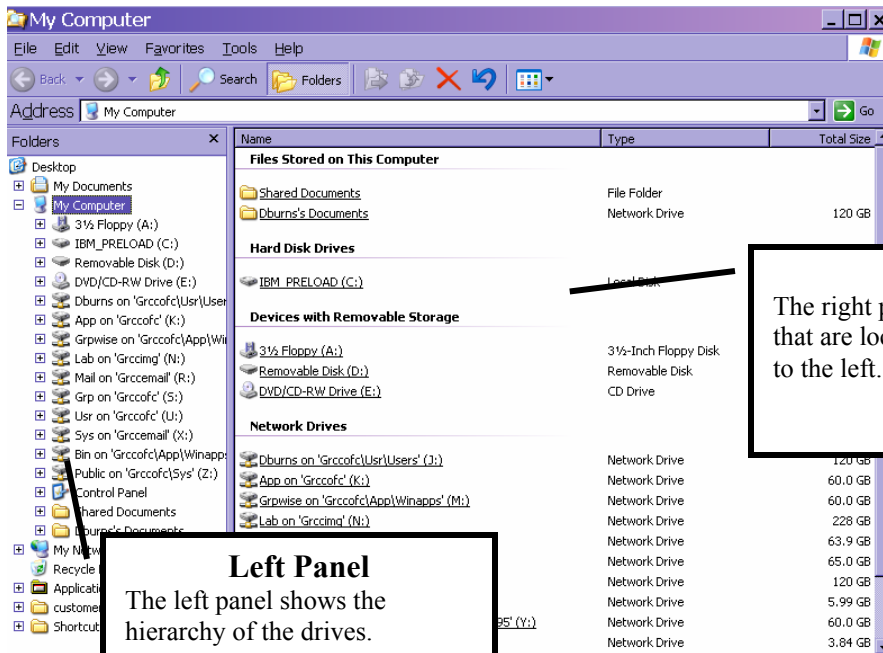
To View your files and folders you can use either **My Computer** or **Windows Explorer**.

Use **My Computer** if you prefer to view the contents of a single folder or drive.

- Double-click My Computer on your desktop – Your available drives will appear in a new window.



If you prefer to look at your files in a hierarchical structure, use **Windows Explorer**. Instead of opening drives and folders in separate windows, you can browse through them in a single window. In the left pane, click to highlight any folder on your hard drive or a mapped drive. The contents of the folder or drive appear in the right pane. To access **Windows Explorer**, right click on **My Computer** and then left click on **Explore**.



- Additional functionality in Windows XP allows you to toggle between My Computer and Windows Explorer, left click on the Folders button on the toolbar



From the drive you select, you can create folders, copy or move files into those new folders – simply put, you can organize this drive just as you would a filing cabinet!

### How to add a new folder

- Navigate to the folder where you want to add a folder underneath.
- Go to the 'File' command on the menu bar at the top left of the screen. A drop down menu appears.
- Select 'New' and another menu will appear. Select 'Folder' and a new folder icon appears with the name 'new folder' highlighted.
- Type the name you want for the new folder and it overwrites the highlighted text.
- Click your mouse or hit the 'enter' key and the new name is stored.

## Moving Files or Folders

Using the drag and drop method is more difficult. It is suggested that the "scissors icon" (cut) be used to move files. By using this method, the files are actually put into temporary memory (called the clipboard) then you can navigate to the folder in which you want to "paste" the files.

Cut (Move)






Paste



1. **Select the file(s) or Folder (s)** that you would like to move.

You can "mass" move by using the Click-Shift-Click method or the Control-Click method.

2. **Click on the Cut icon.** 
3. Navigate to the **Place** that you would like to "paste" the file(s) or Folder(s).
4. **Click on Paste.** 

\*When moving something from your local computer to either the J or the S drive it may be better to choose **Copy**  instead of Cut do to possible file corruption if the J or S drive destination is full.

## NETWORK DRIVE SPACE

### Individual Drive Space

When logging onto the GRCC network you will have access to several drives. Employees at GRCC are given access to individual drive space known as your J:\drive. This drive is used for storing any work related files you wish to have stored on the network and is private to each individual login. By storing data on this drive, a user can feel more secure since this data is backed up nightly. Also, since physical access to equipment allows full access to data stored on local PCs, this data is more private. A specific username and password are required to gain access to the data stored in these locations. Do not save files on your local computer's Cdrive.

### Shared Drive Space

Often, groups of users or departments wish to share data among users. This is facilitated by the group directories found on drive "S:". Under drive S:, users will find various directories depending on the groups they belong to. Group directories must be specifically set up by system administrators upon users' request. Users must choose the appropriate group directory structure in which to store files so that the other users have access. These group directories are also secure in that only members of the appropriate group have access to the files in a group directory. These directories are also backed up nightly.



## **My Documents**

**My Documents** is a desktop folder that provides you with a convenient place to store files you want to access quickly. If you are using a workstation (a stationary computer) the **My Documents** folder opens your J:\drive. On a laptop the My Documents folder is located on the local computer. If you save files here when you are working off campus, you will need to remember to move them to your J:\drive and delete the original file after you return.

## **Removable Media**

Removable Media can be defined as data storage that can be removed from the computer. Samples of removable media include floppy disks, CDs, zip disks, jump drives and other similar types of storage.

After all of the work you have done creating a secure environment, your information could be stolen, used or destroyed if you leave any removable media unprotected. It is recommended that you keep removable media locked up, password protect files on the media, and complete a full format of media after you are done with the data. In addition, confidential data stored on diskettes, CDs or other removable media should not be transferred to a personally-owned computer.