

Wofford Network

Lesson N02: Connecting to the Network

In this lesson you will learn to:

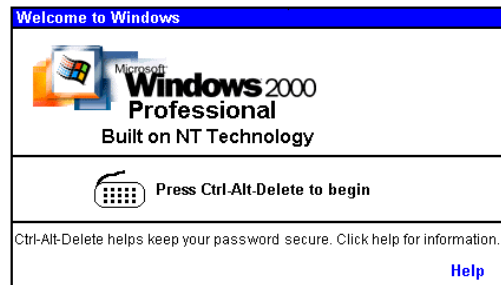
- Log on and log off of the campus network
 - Lock your computer when you leave it for a short time
 - Choose a password that satisfies Wofford's guidelines
 - Change your password
-

You may log on to your account from almost any computer that is connected to the Wofford network, which will give you access to your email, your network file storage, data from other locations on the network, and your own customized desktop

If you are running Windows XP, you must have the Professional version rather than the Home version to use our network storage.

Logging On

When you first boot up the computer you will be prompted to log on. Press **Ctrl-Alt-Delete** to begin logging in to the network.



After you press **Ctrl-Alt-Delete**, you will be prompted to type your username and password. In most cases, your username is last name plus first initial plus middle initial. Your last name is not truncated.

*Make sure that **Wofford** is in the Domain field.* The other common option is “this computer,” which will log you on your local machine. “Wofford” in the Domain field will log you on the network.

Click on **OK**. It may take as much as 30 seconds to log on.

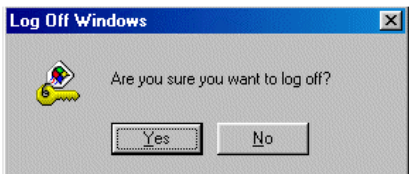


Logging Off

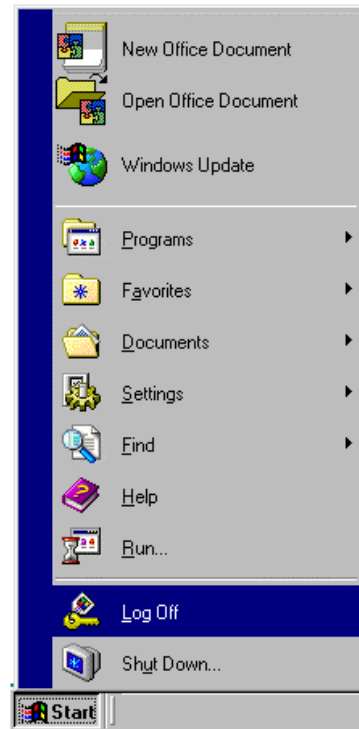
For security reasons you should log off if you are leaving a public computer, such as in the Olin computer lab or in a classroom. If you leave your account open, anyone else using the computer will have access to your email messages and data.

To log off select **Start** from the lower toolbar and then choose **Log Off** from the menu that pops up.

You will be asked if you really want to log off:



Select **Yes**.



If your computer is running Windows 2000, you also can log off by pressing **Ctrl-Alt-Delete** to display the Windows Security dialog box.

Select **Log Off . . .** to log off the network.



Locking Your Computer (Windows 2000 Only)

If you are running software that includes confidential information and wish to step away from your computer, it is a good idea to lock the computer without logging off your account. Locking ensures that your data will not be erased or altered accidentally, but does not take as much time as the log on process. Press **Ctrl-Alt-Delete** to bring up the Windows Security dialog box.

Choose **Lock Computer**. This hides the desktop so that the computer cannot be used. A dialog box will be displayed on the screen stating that the computer is locked.

To unlock the computer, press **Ctrl-Alt-Delete** again. This will open a dialog box in which you enter your password.



Your Password

UserIDs and passwords are used to create and maintain security for the systems and data belonging to Wofford. *Every member of the Wofford community is personally responsible for maintaining the confidentiality and complexity of their password.* Your Wofford password must:

- be least 8 characters in length
- contain at least one uppercase and one lowercase letter
- contain at least one special character such as a number or symbol
- **not** contain any part of your name

In addition, we suggest some additional guidelines:

- Do not share your userID and password with anyone.
- Do not use a password that is identical to one you use at another site or institution, such as Amazon or Hotmail.
- If you feel you must write your password down as a failsafe against your memory, please keep it in a secure location and **do not** tape it to your computer, store it in your desk, or save it in a file on your computer.
- Never email your password.

A suggested method of creating an easily remembered, but complex password is to base it on a **security passphrase**, for instance “To be or not to be, that is the question.” Using the first letter of each word and changing one word into a matching number gives the password, “Tbon2bbitq.”

Changing Your Password: Windows 2000 Professional

Your password will expire after 180 days; you can change it more often if you desire. Press **Ctrl-Alt-Delete** to bring up the Windows Security dialog box.



Select **Change Password**. This will display a second dialog box.

Enter your old password and new password in the appropriate fields. Confirm your new password by entering it again. Clicking on OK will change your password.



Review Questions

1. What three keys do you press to log on to Wofford's network?
2. Under what situations is it advisable to lock your computer?
3. Susan Smith is choosing a password for Wofford's network. Which of the following is a valid password for Susan?
 - a) Smith234
 - b) Atl22brve
 - c) abcdzyxw1
 - d) Atlbrv5
4. If you are a fan of Neil Young or Kurt Cobain, you might choose the passphrase "It's better to burn out than fade away." What passwords can you construct from this phrase?