



## Home Folders

Each student receives a Home Folder (or H: drive folder) where he or she may save college work.

We typically delete these folders at the beginning of a new school year in August. Students who wish to keep items they have saved to the H: drive should copy them to a flash drive or CD at the end of each semester.



## Help

For assistance with logging on to the network, contact your lab tech or instructor first.

The problem may need to be resolved by calling the Help Desk at Ext. 4357 (HELP), Terri Fowler at ext. 2261 or Data Center at ext. 2217. If there is no answer at those numbers, please try ext. 2218 or 2231.

PLEASE NOTE: You may be required to show **your student photo i.d.** as proof of identification before your account is unlocked or password is reset. We may request that your student photo i.d. be presented to the lab tech or other college employee before assistance is rendered.



## Network Security

You are required to have a student photo i.d. in order to obtain various college services.

We highly recommend you carry this i.d. on your person while you are on campus.

If you cannot present your student photo i.d. upon request, your request to reset your password or to unlock your account may be denied. The inability to access the student network may interfere with your ability to complete required assignments.

Proof of your identity helps us maintain a certain level of network security and helps prevent unauthorized access to your network account and H: drive folder.



## Print Limit

The college has implemented a "Print-Limit" application, which will monitor your quantity of printing and deduct printed pages from your "Print-Limit" account, which is tied to your user name.

Currently, you are allotted a 300-page credit per semester. This allotment can be increased by purchasing more "page credit" via the Business Office, A-165.

Printed pages are assessed at 5 cents per black-and-white page and 75 cents per color page. Cancelled print jobs are refunded to your account automatically. When you submit a print job, an informational window will be presented

For more information, please refer to the Print Limit brochure that is being distributed on campus.

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Chipola College

# Students and the Computer Network



This brochure is intended to provide students with some helpful tips on how to log on to the Chipola College student network (aka Student domain).

It also contains information about obtaining assistance with log on or network problems.

Please note that this document does not replace the IMM29 form or any "Acceptable Use" policies or procedures currently in use by the college.

## How to Log On to the Network

Each semester, when you register as a student at Chipola College, you are assigned a network user name and a home folder that resides on one of the college's network servers. You must successfully log on to the network in order to access the various software programs, internet web browsing, library applications, etc.

### User Name

Your user name is created from your last name and first initial of your first name plus the last four digits of your Social Security number, as in DoeJ8644.

Doe	J	8644
Last Name	First Initial	Last four digits of Social Security number

The user name field is **16 characters** and will include **the last four digits** of your Social Security number **UNLESS** your name is exceptionally long. In that case, one or more numbers may be dropped from those last four digits.

### Password

In addition to being assigned a user name, you must use a valid password to log on to the network.

**As of the second summer session of 2006, your password will no longer be a blank field.**

Your initial password will now be an 8-digit number, created from the last four digits of your Social Security number (SSN), your numerical birth month and the last two digits of your numerical birth year.

First 4 digits = Last 4 digits of your SSN  
Next 2 digits = Your birth month  
Last 2 digits = Your birth year

So, for a student whose last four digits of the SSN are 8644 with a birth month of February and a birth year of 1988, the password of 86440288 would be correct.

### Domain

During the log on process, you will type your user name, the password as defined previously, and then select STUDENT as the option for the Log on to: field (AKA "domain"). Choosing anything other than the STUDENT option will prevent you from logging on to the network.

During your first log on to the network, you will receive a Logon Message box that states "You are required to change your password at first logon."

Left click on the OK button to continue to the Change Password screen. NOTE: A "blank" password is no longer allowed, and the new password must be six characters or more.

We recommend creating a more secure password by making it longer and more complex. Favorite phrases, quotes or sayings work well. Pattern your new password after some of these examples for better security.

*Passwords are like underwear ... the longer the better.  
Open the pod bay doors, HAL.  
May the force BwithU.  
My Gr4du4tion*

### Example of Initial Logon Window

Example of your new password. On the real logon window, this field will be masked with dots (.....).

For the Change Password window, leave the contents of the Old Password field as is. This field already contains the masked password from the initial logon window.

Type a New Password. Then retype it in the Confirm New Password field, and click OK. If successful, you will receive this message: Your password has been changed.

### Example of Change Password Window

Special Note: After the Change Password process, an IMM29 "Acceptable Use Procedure" window will be presented. Read the document presented, and select I Accept or I Decline. Declining will terminate your log on session.