

Procedure for Changing Student and Resident Passwords

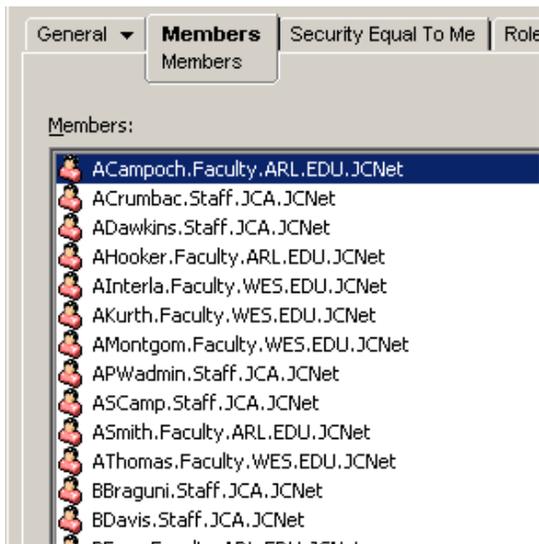
Our Network Security

Our network users, groups, policies and other related information are stored in a database called eDirectory. The directory has been in service for many years. Students are added to the database in two designated areas. The storage areas are referred to as Organizational Units or OUs.

Organizational Tree

The path to the OU where student account information is stored is needed in order to locate a user's account and modify their password. The OUs are located as follows:

Campus	User Group	OU Path
Arlington	Students	Students.ARL.EDU.Jcnet
Arlington	Residents	Riverton.ARL.EDU.Jcnet
West	Students	Students.WES.EDU.Jcnet



Student Password Management Group

This group has been given sufficient rights to change student and resident passwords. Additionally, this group has rights to change other fields that are necessary to manage a password.

Note the two selected users. One is a test account for me and another is a test account for Karl Chan.

Password Management can be conducted on Student accounts and Resident accounts only and only by this list of users.

Student User Names

Users names for students are generated at the time the students are registered for upcoming terms and when the group of incoming students are processed by the JCIT Staff prior to orientation. All Student Login Names start with "S-". The "S-" is then followed by the first initial and the last name. The last name is limited to 5 letters or less. The login name generation program proposes the initial possible

login name. If it matches an existing login name, and the last name of the student is more than 5 letters, it removes the fifth letter of the last name and replaces it with the number "1". The program then searches again to see if the new proposed login name matches any existing login. The process is continued until a unique login name is proposed.

Example:

For the following three students Carolyn M. Smith, Caden T. Smith, and Chelsea P. Smith; when the first student is entered into the system, she will be assigned the login name of S-CSmith. The second student entered will be assigned S-CSmit1 and the third will be S-CSMit2.

You must check carefully to insure you are changing the correct accounts password. Many students will not know the login names assigned to them. **YOU MUST CHECK TO CONFIRM.**

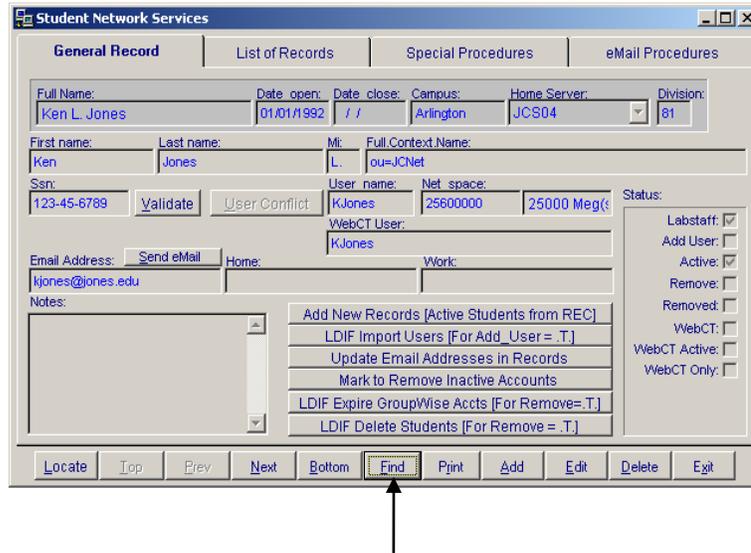
Verifying A User

One method for verifying the user is by using the CA Win program.

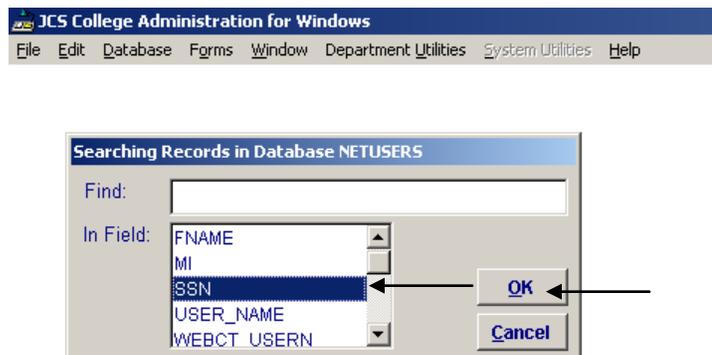
- 1) Ask the user for their user login name, name, social security number and an id. Start CAWin and login. At the Quick Start screen select Student Network Services and click Run.



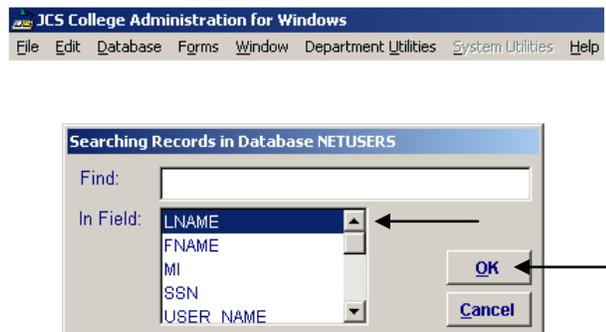
- 2) Click on the Find button



- 3) A pop-up dialogue box appears. Enter the user's social security number. Make sure SSN is highlighted in the 'In Field' selection area and click OK.



- 4) If this is not the correct student, you can click on Find again and search by last name (LNAME).



- 5) Click Locate to see a list of students with that last name.

Student Network Services

General Record | List of Records | Special Procedures | eMail Procedures

Full Name: _____ Date open: 07/23/2010 Date close: / / Campus: Arlington Home Server: ARL11 Division: 11

First name: _____ Last name: Smith Mi: P. Full Context Name: ou=Students,ou=ARL,ou=EDU,p=JNet

Ssn: _____ User name: S-CSmit3 Net space: 256000 250 Meg(s) Status: Labstaff: Add User: Active: Remove: Removed: WebCT: WebCT Active: WebCT Only:

WebCT User: CSmit3

Email Address: S-CSmit3@jones.edu Home: _____ Work: _____

Notes: _____

Buttons: Add New Records [Active Students from REC], LDIF Import Users [For Add_User = .T], Update Email Addresses in Records, Mark to Remove Inactive Accounts, LDIF Expire GroupWise Accts [For Remove=.T], LDIF Delete Students [For Remove = .T]

Navigation: Locate | Top | Prev | Next | Bottom | Find | Print | Add | Edit | Delete | Exit

6) Click the appropriate user and hit escape.

Lname	Fname	Mi	Ssn	User_name	Webct_usern
Smith	N			S-NSmith	NSmith
Smith	L	C.		S-LSmith	LSmith
Smith	E	M.		S-ESmith	ESmith
Smith	J	S.		S-JSmit1	JSmith1
Smith	L	M.		S-LSmit1	LSmith1
Smith	K	A.		S-KSmith	KSmith
Smith	C	N.		S-CSmith	CSmith
Smith	P	L.		S-PSmith	PSmith
Smith	C	L.		S-CSmit1	CSmith1
Smith	S	L.		S-SSmit1	SSmith1
Smith	R	D.		S-RSmith	RSmith
Smith	T	D.		S-TSmith	TSmith
Smith	L	V.		S-LSmit2	LSmith2
Smith	N	A.		S-NSmit1	NSmith1
Smith	S	L.		S-SSmit2	SSmith2
Smith	L	S.		S-LSmit3	LSmith3
Smith	C	E.		S-CSmit2	CSmith2
Smith	J			S-JSmith	JSmith2
Smith	C	P.		S-CSmit3	CSmith3

7) When you hit escape the record will be the record of the user you chose. Note the fields to confirm the user's identity, home campus and user login:

home
campus

student's full name

Student Network Services

General Record | List of Records | Special Procedures | eMail Procedures

Full Name: [] Date open: 07/23/2010 Date close: / / Campus: Arlington Home Server: ARL11 Division: 11

First name: [] Last name: Smith Mi: [] Full Context Name: ou=Students,ou=ARL,ou=EDU,p=JCNet

Ssn: [] User name: S-CSmt3 Net space: 250000 250 Meg(s) Status: []

WebCT User: CSmt3

Email Address: S-CSmt3@jones.edu Home: [] Work: []

Notes: []

Labstaff: Add User: Active: Remove: Removed: WebCT: WebCT Active: WebCT Only:

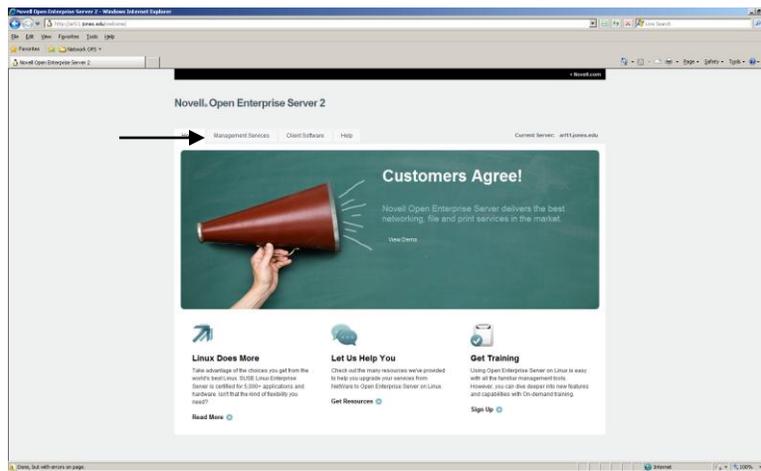
Locate Top Prev Next Bottom Find Print Add Edit Delete Exit

user login

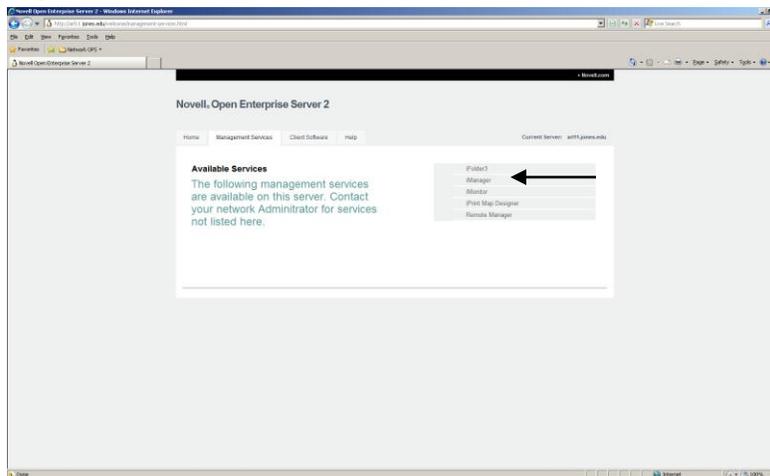
Procedure to Change a Password

iManager is the Novell utility that allows access to manage student and resident passwords. Access iManager through your internet browser of choice.

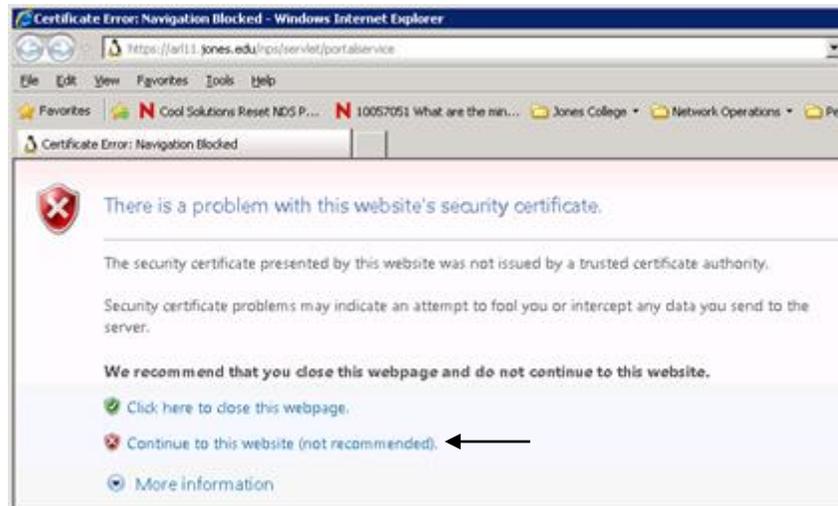
- 1) In the URL type in: <http://arl11.jones.edu/welcome/> or <https://arl11.jones.edu/nps/servlet/frameservice?taskId=fw.Startup>
- 2) Select “Management Services”



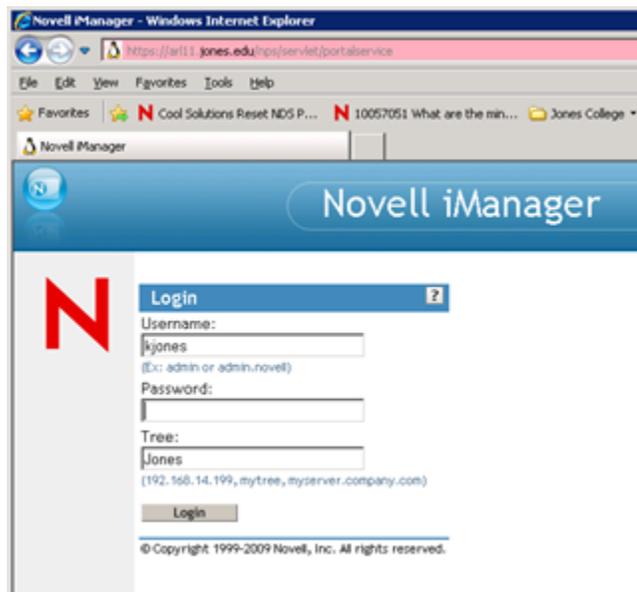
- 3) Select “iManager”



- 4) This is the resulting page. Select “Continue to this website” option (Internet explorer 8) or use the necessary method on your browser of choice to allow you to accept the SSL certificate and continue to the next page.



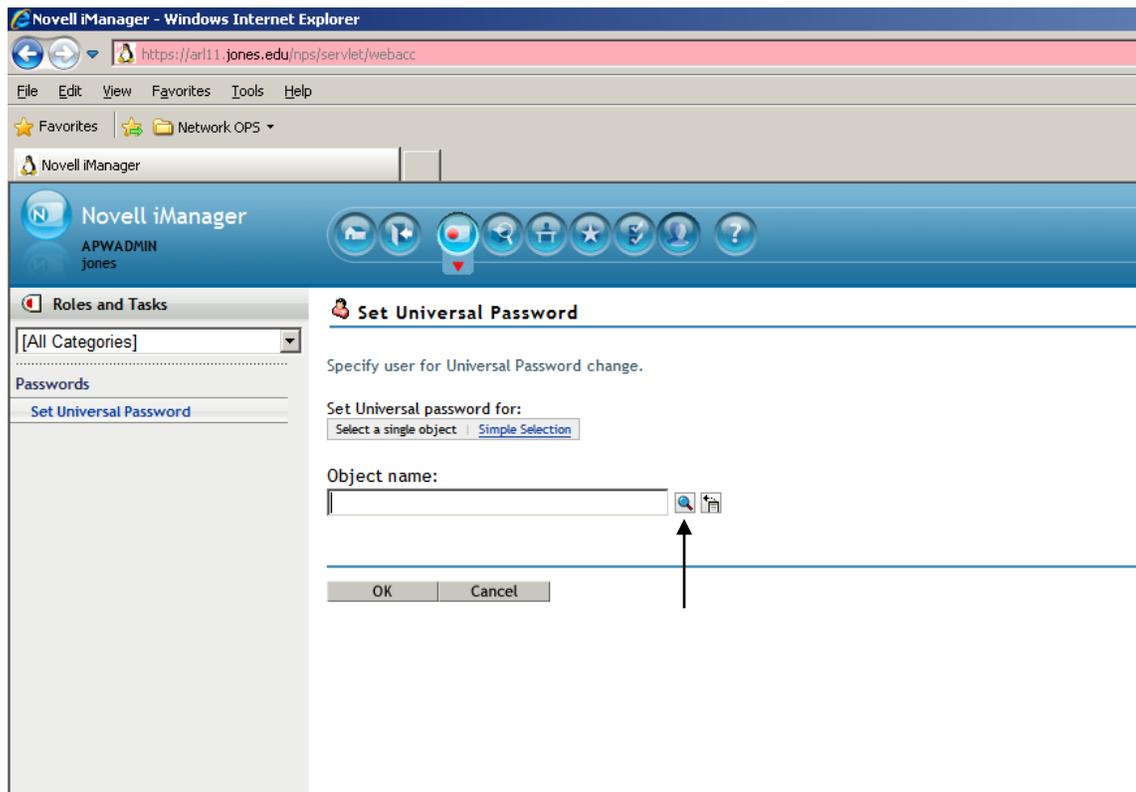
- 5) From this screen enter your login name and password. Make sure to use “Jones” as the Tree name if it is blank. Once you have completed the username and password press the login button.



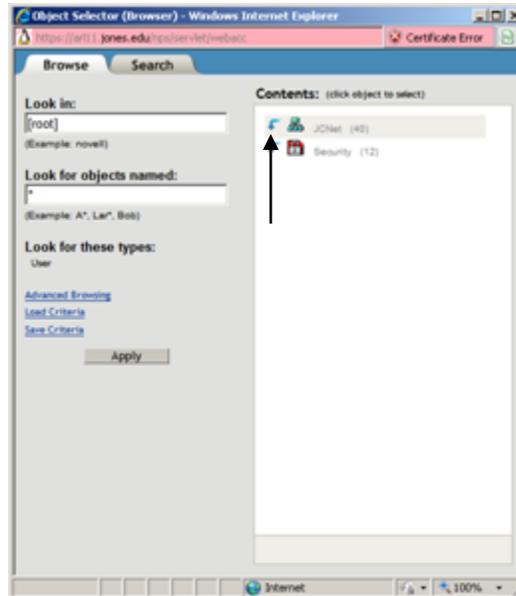
- 6) Under “Passwords” select “Set Universal Password”



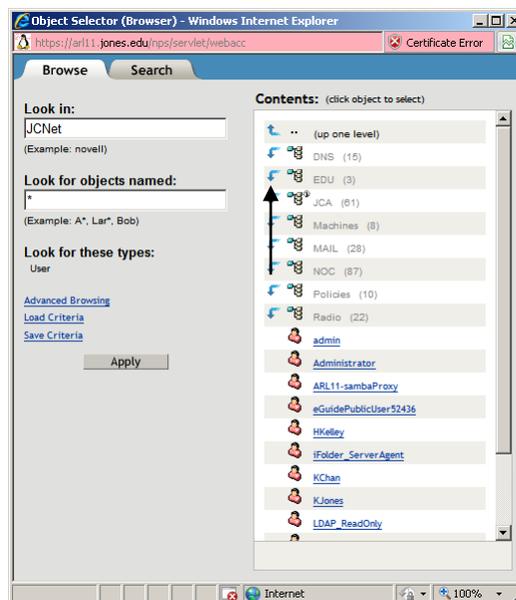
- 7) Select the magnifying glass to the right of the Username field. This will load the browse tree pop-up window allowing you to locate the student user for password management.



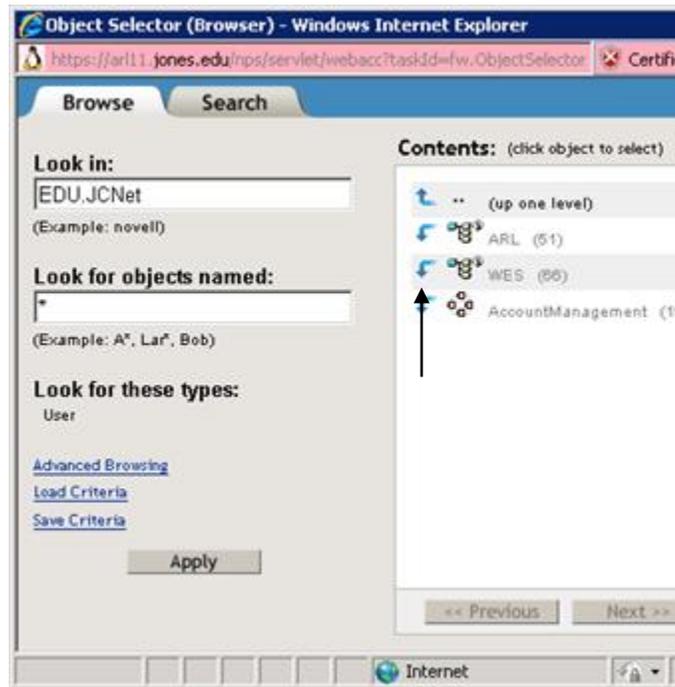
- 8) This window is the object selector. Select the down pointing arrow to the left of the JCNet icon. The JCNet container will open displaying additional OUs to be selected.



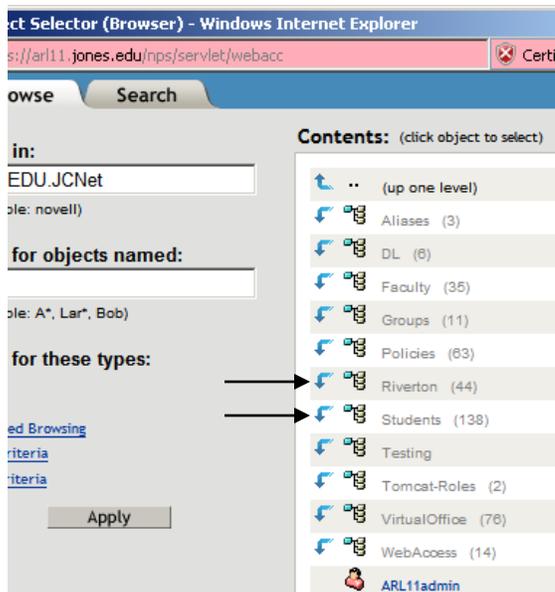
- 9) Next select the down pointing arrow next to the EDU container in the newly displayed OUs.



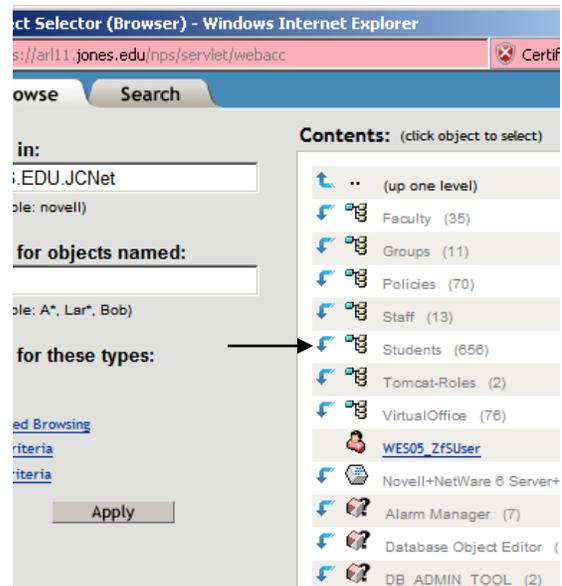
- 10) The window displays the result of the EDU container. The two containers shown here are for Arlington and West campuses, ARL and WES respectively. If the user's home campus is Arlington or if the user is a resident of Riverton, select the down arrow to the left of the ARL container icon. If the user's home campus is West, select the down arrow to the left of the WES container icon.



- 11) From these containers select the downward pointing arrow on the Students Container or the Resident Container.



Arlington



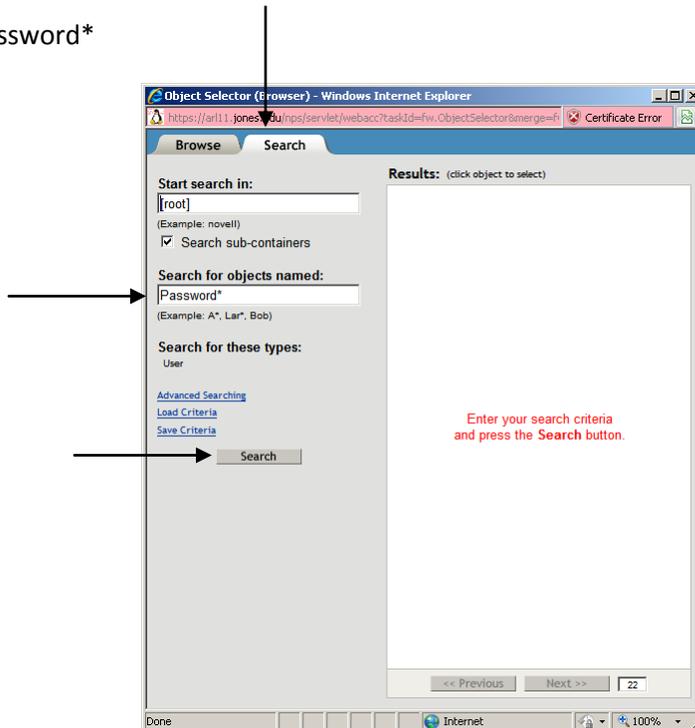
West

12) Once the list of students or residents is displayed, locate the account/login name for the student or resident user needing a password change.

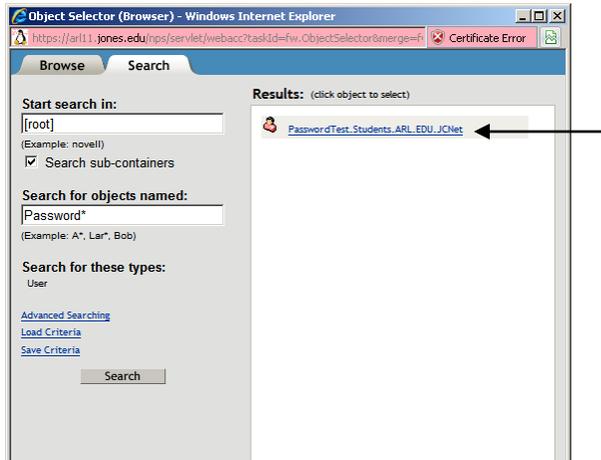


13) Alternately if you know the first few letters of the username you can click on the 'Search' tab, type the partial user name in the 'Look for objects named' field, username*(note: the * symbol should be used to reference unknown letters), and click on search.

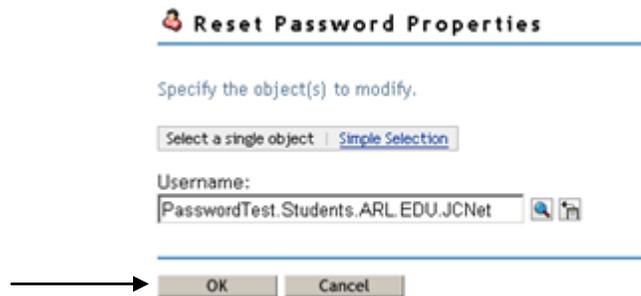
Example: Password*



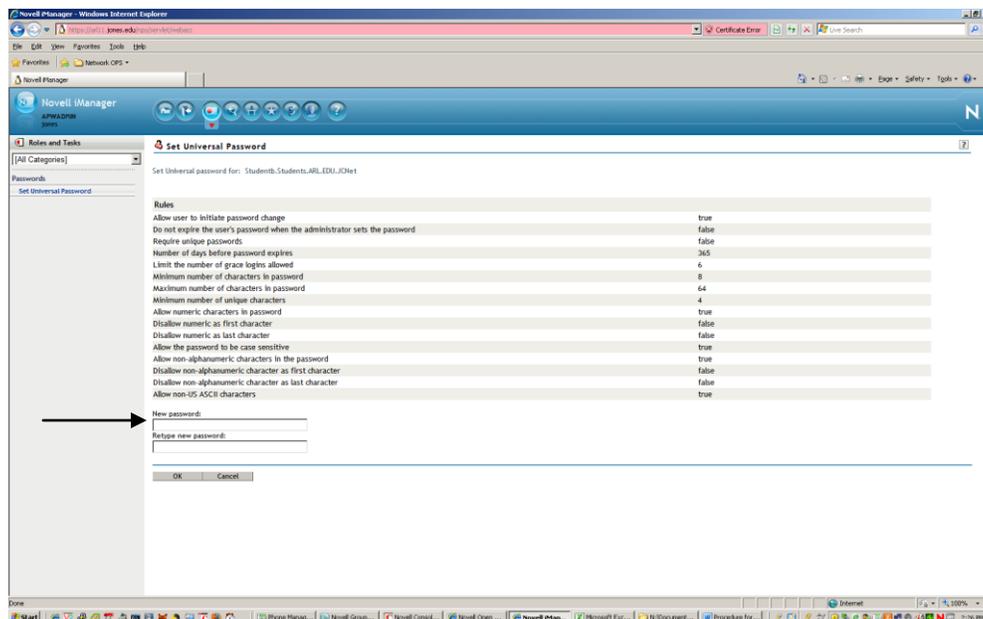
- 14) Select the appropriate user. The pop-up window will close and return you to the previous window and the selected user will appear in the username field.



- 15) Click okay to continue to the set universal password form.



- 16) Enter a new password, note it must be a unique 8 character password.



17) Click OK and the user's password has been changed. After the password has been changed, inform the user that he/she must change his/her password or it will expire again.

New password:

Retype new password:

OK Cancel

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