

The Novell Network

Using the Novell Network

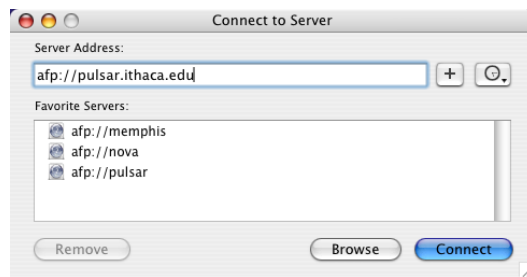
Overview

The Novell network is a way for Ithaca College staff, faculty, and students to store, access, and share files using the college's file servers. These servers are **Memphis** (staff / faculty) and **Nova** (students). Files on the Novell Network are password-protected, scanned for viruses and backed up nightly. It is the safest, most reliable way to store work and school-related files.

Using Novell in Macintosh OS X

Logging in

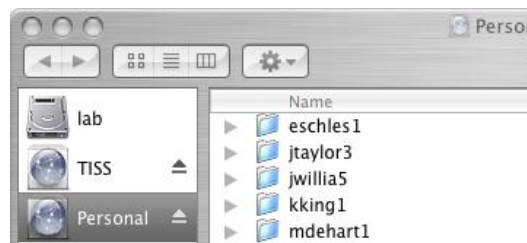
1. In the Finder, go to **Go → Connect to Server...** [⌘K].
2. Type the appropriate server address. Click **Connect**.
Memphis (staff / faculty): afp://memphis.ithaca.edu
Nova (students): afp://nova.ithaca.edu
3. Enter your username and password. Click **Connect**.
4. Select a volume to mount (to access a personal Novell folder, select **Personal**). Click **OK**.



Logging out

1. In the Finder, go to **File → New Finder Window** [⌘N].
2. Click on the eject button to the right of the volume to disconnect from it.

These steps will work with on-campus and off-campus Mac OS X computers.



Using Novell in Windows

Logging in

1. In the Novell Client for Windows dialog box, enter your username and password. Click **OK**.
2. Double-click the **My Novell Folder** shortcut on the desktop to access personal files.



It is not possible to log in directly from an off-campus Windows computer, although it is possible to access files on the Novell network using an FTP program.

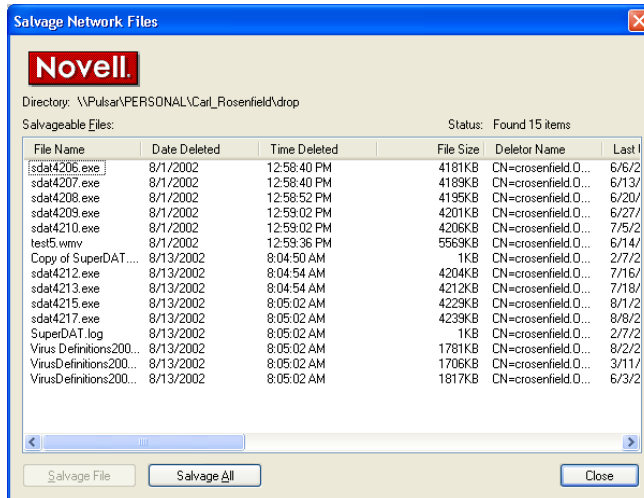
Logging out

Go to Start → Log Off. Click Log Off.

Salvaging Files

To recover deleted files from an on-campus computer (Windows only):

1. Navigate to the folder from which the file was deleted.
2. Right-click on the folder and click **Salvage Files...**. All files able to be salvaged will be displayed.
3. Select the file and click **Salvage File**. To restore all the files, click **Salvage All**. Click **Close**.



Quick Guide

Changing Novell Passwords

Windows PC:

Students must use a Windows lab computer rather than their personal Windows computer to change their password. Faculty and staff can use their office workstations.

1. Log into the computer using your current login username and password.
2. Once the computer is booted up press CTRL-ALT-DELETE again (just as you do when first logging in to the computer) to display the Novell Security window.
3. Click Change Password... in the lower left of the window.
4. In the right side of the window enter your Old Password (current password), then enter a new password in the New Password and Confirm New Password fields.
5. Click OK. Click OK again.
6. Click Cancel to return to the normal computer screen.

Macintosh:

Password changes on a Mac can be done from just about any modern Mac (OS X) connected to the Internet.

1. Boot up the computer normally. Click anywhere on the Desktop and make sure that Finder displays next to the Apple menu in the top left of the screen.
2. Click the Go menu and choose Connect to Server.
3. Enter nova.ithaca.edu (students) OR pulsar.ithaca.edu or memphis.ithaca.edu (faculty and staff), depending on which Novell server you are assigned to.
4. Click Connect.
5. Enter your Novell username (typically the same as your Netpass username) in the Name: field but DO NOT enter your password yet.
6. Click the "gear" icon in the lower left hand corner and select Change password.
7. Enter your Old Password (current password), then enter a new password in the New Password and Verify fields.
8. Click OK.
9. Now enter your new password in the Password: field and click Connect.
10. Click Cancel to return to the normal computer screen.

For More Information

A variety of support services are available from ITS if you would like additional help:

Computer training on a variety of topics is available to faculty, staff, and students at no charge through the Technology Learning Center (TLC). Check out the current TLC training schedule online at <https://www.ithaca.edu/its/workshops>

Online documentation and tutorials on IC-supported computing software and systems are available at <https://www.ithaca.edu/its/traindoc>

Frontline computing support is available through the ITS Helpdesk in 104 Job Hall; send e-mail to helpdesk@ithaca.edu or call 607-274-1000.

Backline consulting support is available in the Technology Learning Center, room 101 Friends Hall.