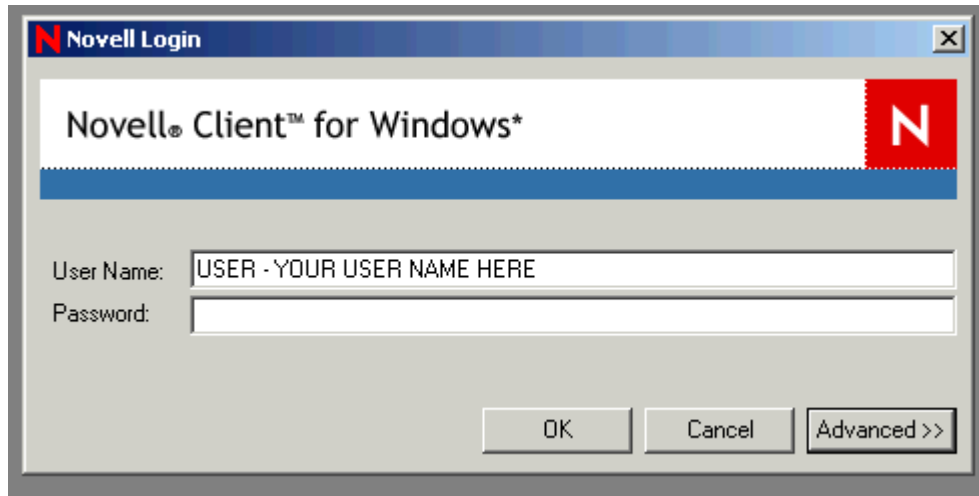


CACS NOVELL NETWORK LOGIN

STEP 1

Enter User Information:

A screenshot of the Novell Login dialog box. The title bar reads "Novell Login" with a close button. The main area contains the text "Novell Client™ for Windows*" and a red square with a white "N" logo. Below this, there are two input fields: "User Name:" with the placeholder text "USER - YOUR USER NAME HERE" and "Password:". At the bottom, there are three buttons: "OK", "Cancel", and "Advanced >>".

Novell Login

Novell Client™ for Windows*

User Name: USER - YOUR USER NAME HERE

Password:

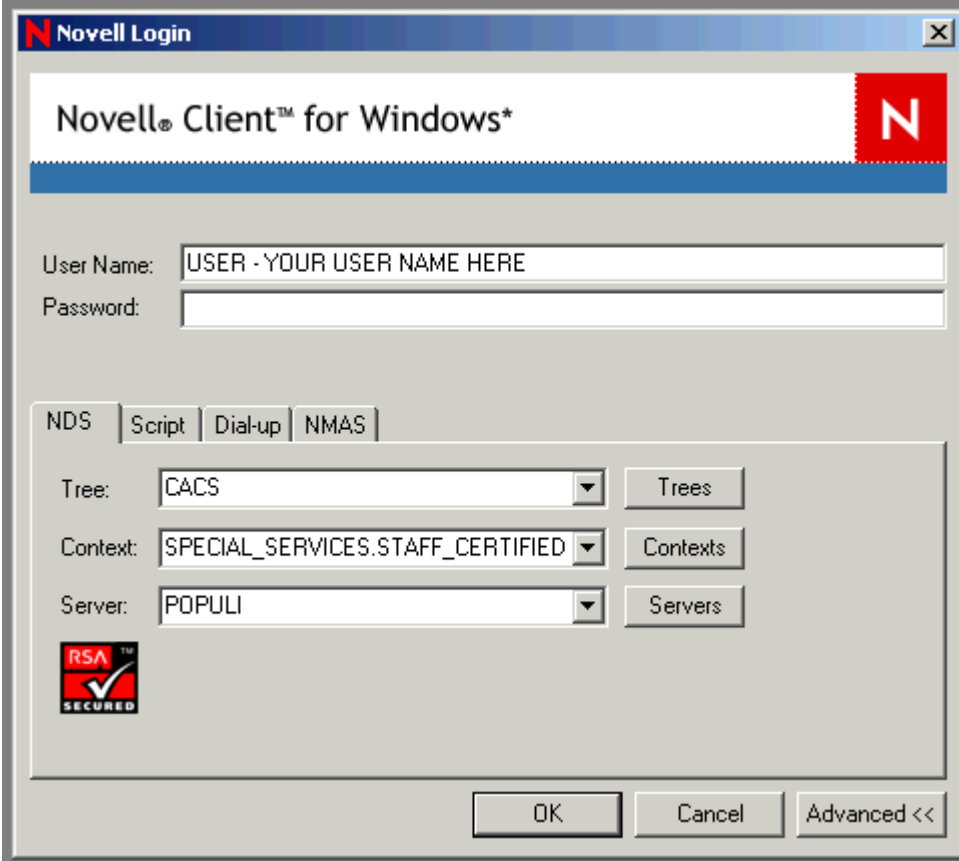
OK Cancel Advanced >>

1: You will see the Novell login screen once your computer starts up. You will want to type in your User Name for your Novell login. Your user name will be your first initial and last name. As an example, John Doe would be "jdoe".

2: After your user name has been entered, you will want to enter your password.

STEP 2

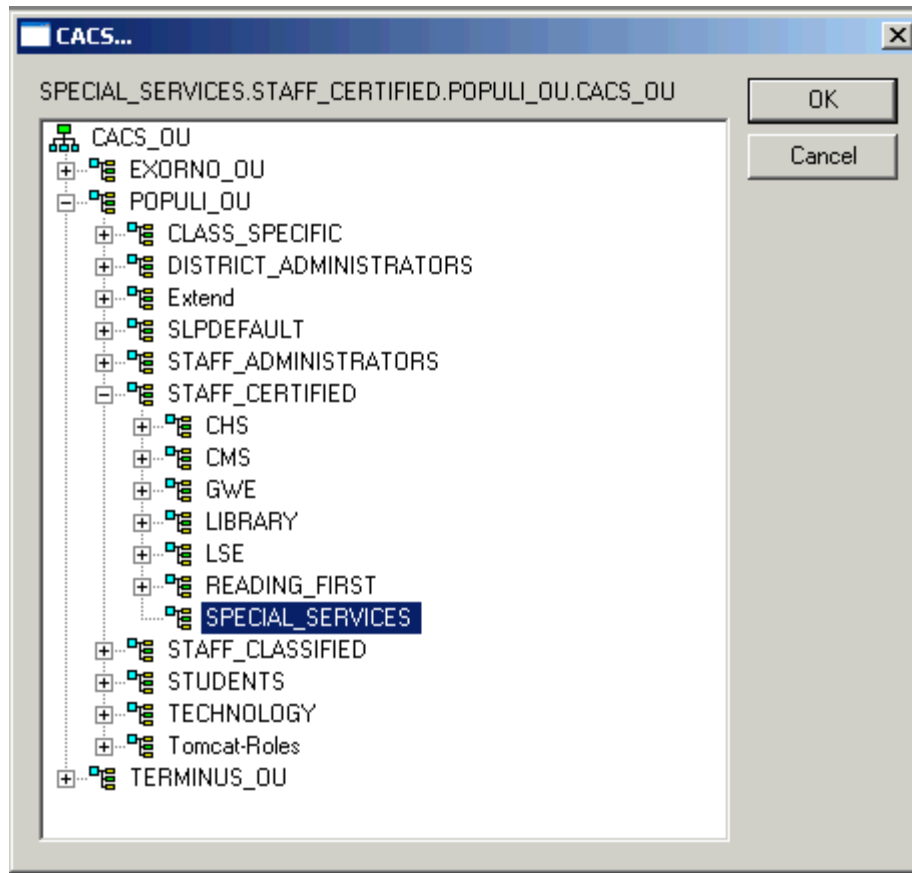
Context:



The image shows a Windows-style dialog box titled "Novell Login". The window has a blue header bar with the Novell logo and the text "Novell Client™ for Windows*". Below the header, there are two input fields: "User Name:" with the placeholder text "USER - YOUR USER NAME HERE" and "Password:". Below these fields are four tabs: "NDS", "Script", "Dial-up", and "NMAS". The "NDS" tab is selected. Under the "NDS" tab, there are three rows of controls: "Tree:" with a dropdown menu showing "CACS" and a "Trees" button; "Context:" with a dropdown menu showing "SPECIAL_SERVICES.STAFF_CERTIFIED" and a "Contexts" button; and "Server:" with a dropdown menu showing "POPULI" and a "Servers" button. At the bottom left of the dialog is the "RSA SECURED" logo. At the bottom right are three buttons: "OK", "Cancel", and "Advanced <<".

1: Your Context is where you exist in the Conneaut Schools. An example would be if you work in the food service, your context would not be the same as a district administrator. You will want to click the "Advanced" button. Once you do this you will see the Novell login box expand as shown above.

2: To select your context you will want to click on the "Context" button. Once you do this you will be given a selection of contexts that are available in the Conneaut Schools, this is shown below.



3: Once you get to the context selection you will want to first determine what your classification is. In the example above we have first selected "CACS_OU", this is the root for all the contexts that exist. Under CACS_OU you will see "POPULI_OU" this is the main context where ALL the user accounts exist. Once you open up POPULI_OU you will see the contexts that you will want to select from. In the case above we are logging in as a "STAFF_CERTIFIED" (or a certified employee). As a certified employee you are given selections that fall under the certified classification. In the case above we are logging in as a "SPECIAL_SERVICES" employee.

Once you have selected your context you will want to click the "OK" button. This will send your account information to the server. After your click OK you will be prompted with a white screen that will show your login information. All you have to do is click "OK" and the login will proceed.

4: The last item you will see before you are fully logged in will be a "Windows Login" this will show "USER" and a BLANK password. Just click OK and the login will finish.

If you require additional help on this, please contact our technology support team at ext: 260