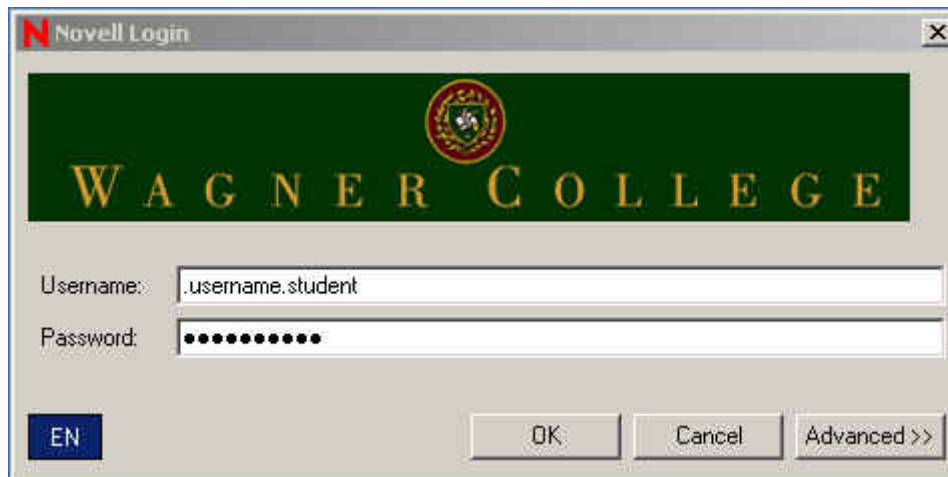
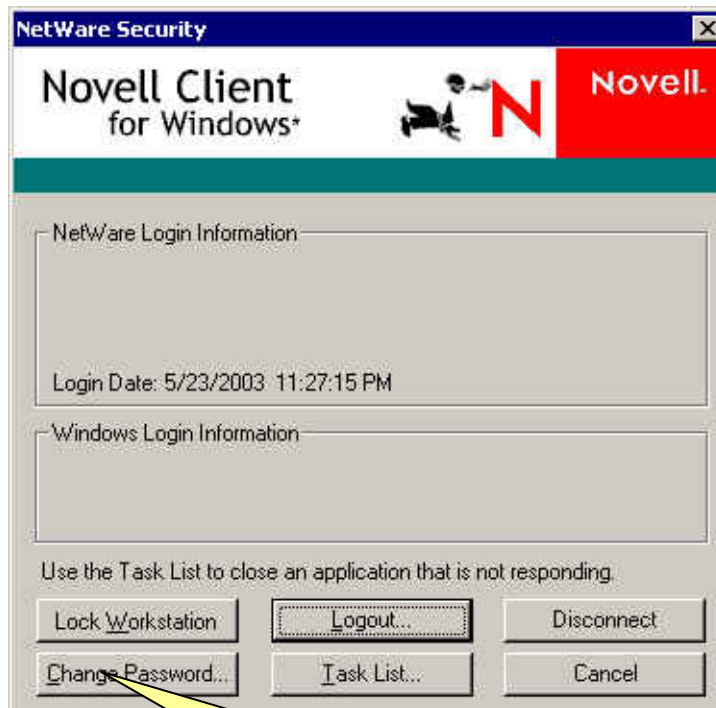


Novell Login Procedure

- You can't use a computer without login to the network.
- You need to login to the network to access your (P Drive) and to print.
- To login type: .username.student
- Type your password and then click the OK button.



- Don't forget to restart the computer after you done.
- **To change your Novell password** do the following: Hold the **Alt & Ctrl** keys and press the **Delete** key. The following dialog window will come up:



Click the **Change Password** button

- Follow the yellow tags.

The screenshot shows a 'Change Password' dialog box with the Novell logo. It contains a table for selecting resources, input fields for 'Old Password', 'New Password', and 'Confirm New Password', and buttons for 'Show All Resources', 'OK', and 'Cancel'. Three yellow callout boxes provide instructions: one pointing to the 'Old Password' field, one pointing to the 'New Password' field, and one pointing to the 'OK' button.

Change Password

Novell.

To change passwords for the users listed below on selected resources:

Resource	User Name

Enter:

Full User Name: _____

Old Password: _____

New Password: _____

Confirm New Password: _____

Show All Resources OK Cancel

Type your old password here.

Type the new password and confirm it here.

Click the OK button to submit the password

Printing:

To be able to print in any of Wagner's public labs you must first login to the network. Every student has a credit of \$40.00 every semester. Students will be charged against this credit with 10c per black/white page and 25c per colored page. Students who exceed the \$40.00 limit will be permitted to print, but s/he will be charged and required to pay any outstanding balance. When you send a job to the printer the system will alert you with the below message and instruct you to confirm the print job. At this stage you can cancel the print job if you find that you made a mistake. It is important that you restart the computer before you leave the lab to protect your account from being used by someone else.

The screenshot shows a 'Print Job' dialog box. It displays the printer name 'Printer3.Spiro' and a message from 'IEImahdi' confirming a print job. The message includes the file path, page count, and current credit balance. At the bottom, there are 'Print It' and 'Cancel Job' buttons.

Print Job

Printer: Printer3.Spiro

Hello IEImahdi, you have just printed the document
 "file://P:\My%20Documents\Lab%20Management\Website\Spiro%20Lab\
 " which contains 2 page/s. Your current available credit is -58.75. You will
 be charged 0.20 for this print job.

Print It Cancel Job