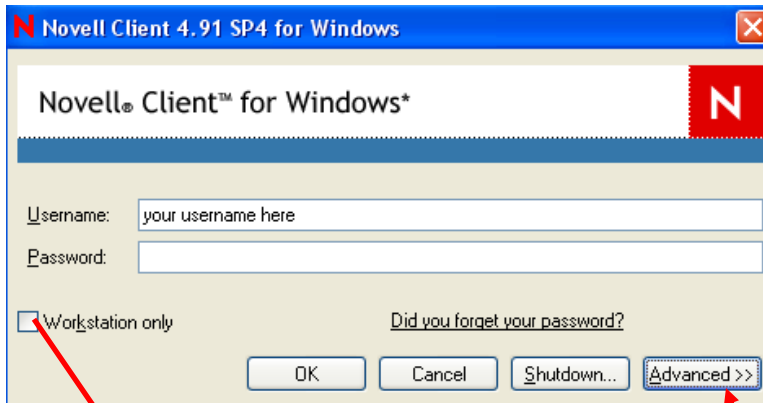


# Log-in Options

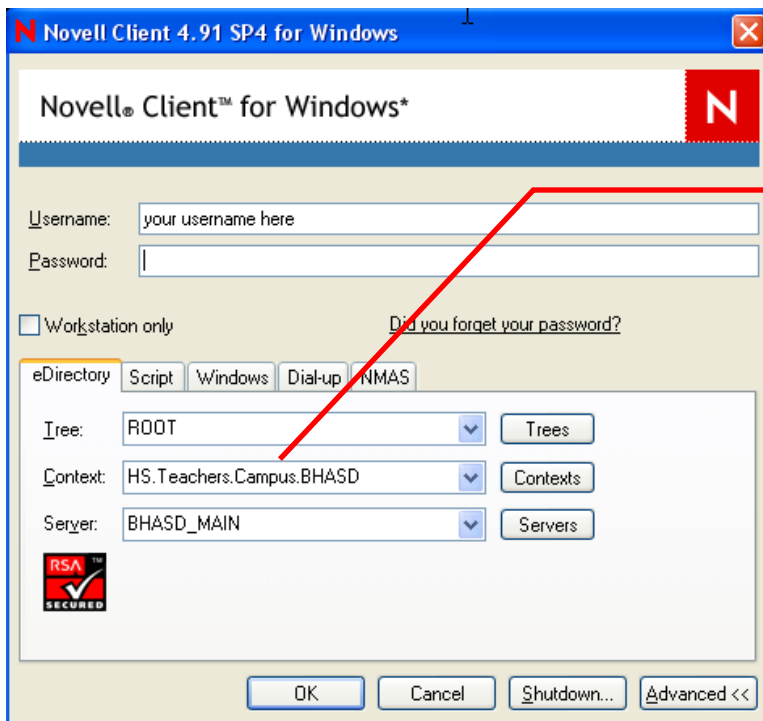
There are several ways to log in to your computer. Each of these methods is described below.

## Method #1: Novell Network Login

This is the most common way to log in while you are on campus.

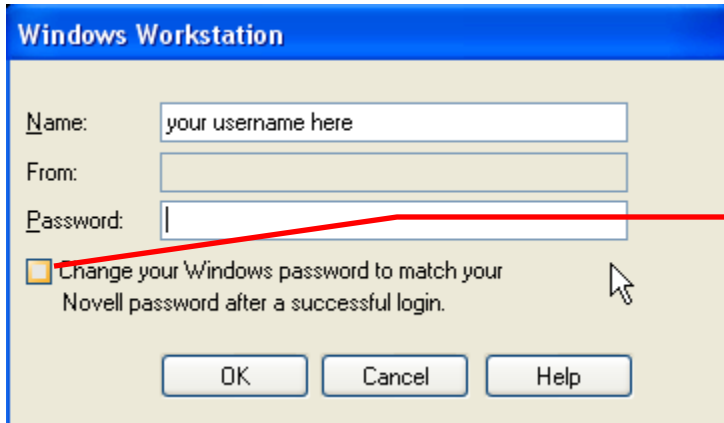


Be sure to have this box UNCHECKED



Click on the Advanced button - Confirm your context is set correctly

Once Novell has accepted your login, *some users* may see another window like the one below. If you are required to log into the Windows Workstation, put your username in, the Windows password (if it differs), and select OK.

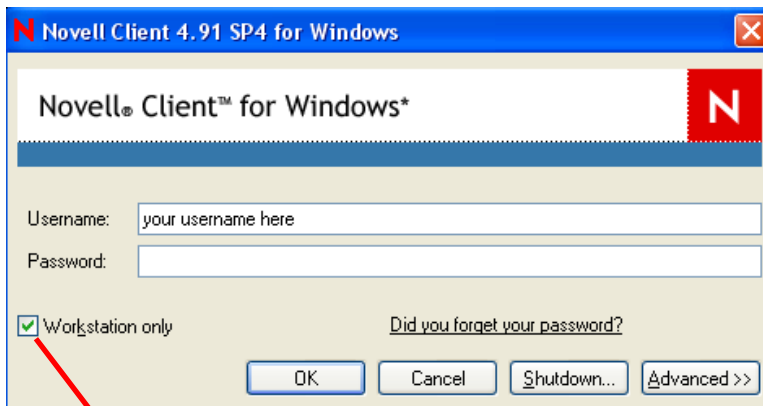


If the computer you are logging into is one you use daily, you may check the box shown here and Novell will change your Windows password for you, so you will not see this login window again.

You have successfully logged in to the Novell network, and all network drives and print services are now available to you.

## Method #2: Workstation Only Login

This is the most common way to log into your computer if you are at home, or unable to obtain a network connection.

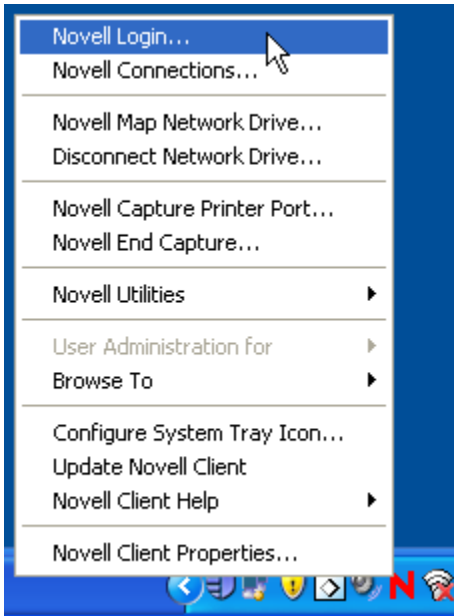


Be sure to have this box CHECKED

When logging into your computer with this method, you must enter your **COMPUTER'S** password only if it is **NOT** set to match your Novell password (the method described previously). Making these passwords match is the best way, because it minimizes confusion and having to remember a small journal's worth of passwords.

Once you have logged into the Windows Workstation, and your machine has finished loading, you may log into the Novell network the following way. (**NOTE:** This way should be used if your primary connection setting is wireless - wireless does not allow Novell to log in to the network from startup at this time).

From your taskbar, find the red **N**, and right click on it. You will see the following menu appear. Select Novell Login, and follow the steps in Method 1.

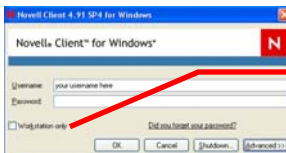


You may ask, what's the difference in all of this, and why do I need different passwords for everything? I'm about to clear many of the questions you may have.

For many of you, there are at least five different applications which require a password, and I will describe each one's use individually.

### #1 - Novell Password

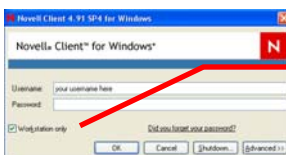
This password will get you access to your Home folder on the network, resource drives, and printing services, and should be utilized whenever you are on campus.



Workstation Only box is  
**NOT CHECKED**

### #2 - Windows Password

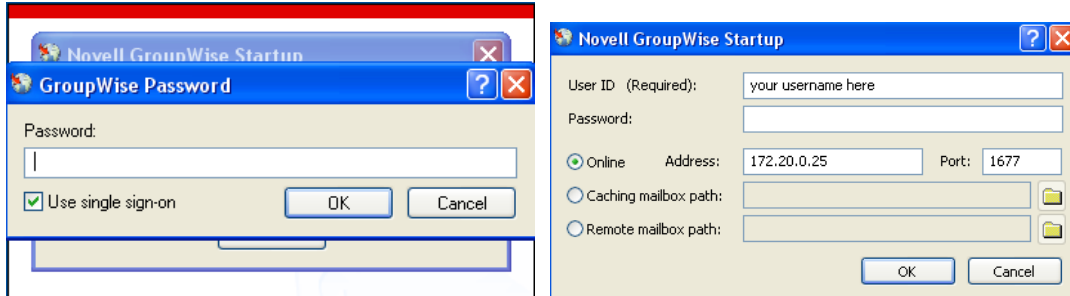
This password should be used when you are off campus, or choose to only log in to your computer due to lack of network connectivity.



Workstation Only box is  
**CHECKED**

### #3 - Groupwise Password

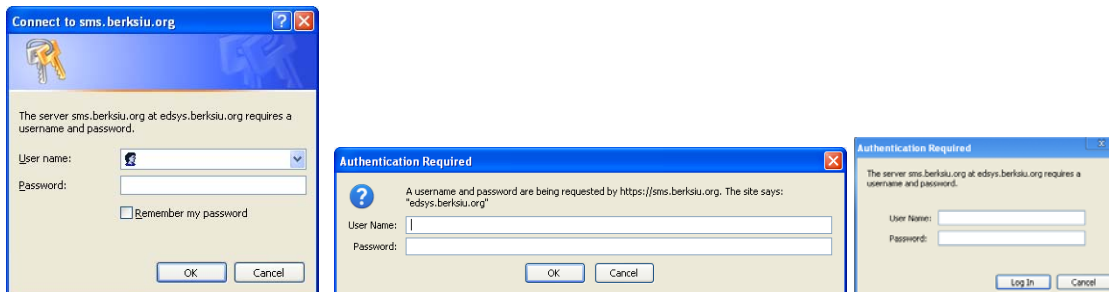
This is a password which is used to log into your email. This password does not log you in to the Novell Network, as the Groupwise application is to access email only.



**\*\*You may see either of these windows when logging into Groupwise\*\***

### #4 - E-School Plus Password

E-School Plus is used to keep track of student's grades, attendance, etc. This password has been set initially by the IU, and you may change this to your liking.



**\*\*Depending on which browser you use, your login window may look like one of the above three - Left - Internet Explorer 7, Middle - Firefox, Right - Google Chrome\*\***

### #5 - Excent Tera Password

Excent Tera is used to maintain children's IEP's and Special Education information. Many of the staff does not utilize this program, but those of you who do, your log in screen will be similar to this:

