

# Individual Student Login Accounts – How To Login

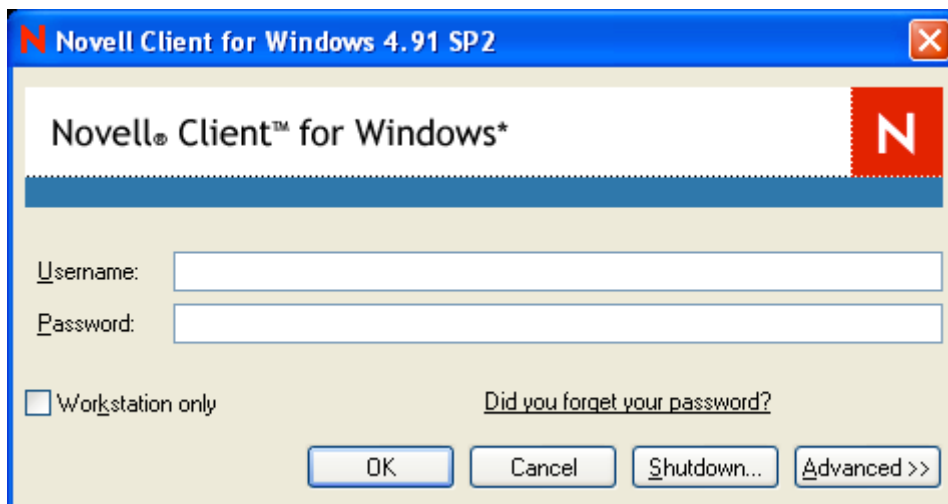
Each student at the College has their own individual login account for the College computer network. In order to access your account, you need a **Username** and **Password**. Initially this will be set as:

**Username = Enrolment Number**  
**Password = Date of Birth**

**Note:** For password purposes, your date of birth is entered as a six figure number - for example the 8<sup>th</sup> October 1980 would be entered as **081080**

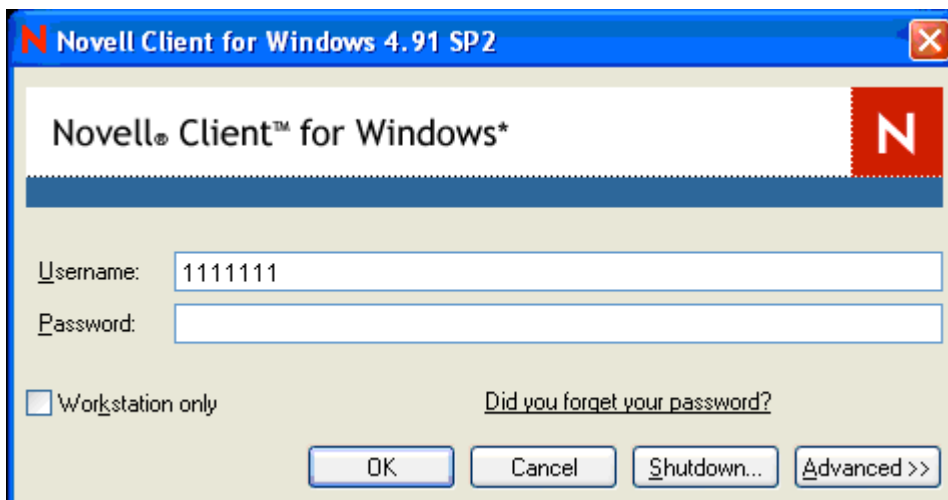
## Step-By-Step First Login

All college PCs start-up with a Novell Login Box, as shown below. If you do not see this screen – ask your tutor.



The image shows a screenshot of the Novell Client for Windows 4.91 SP2 login window. The window title is "Novell Client for Windows 4.91 SP2". The main heading is "Novell Client™ for Windows\*" with a red "N" logo on the right. Below the heading are two input fields: "Username:" and "Password:". There is a checkbox labeled "Workstation only" and a link "Did you forget your password?". At the bottom, there are four buttons: "OK", "Cancel", "Shutdown...", and "Advanced >>".

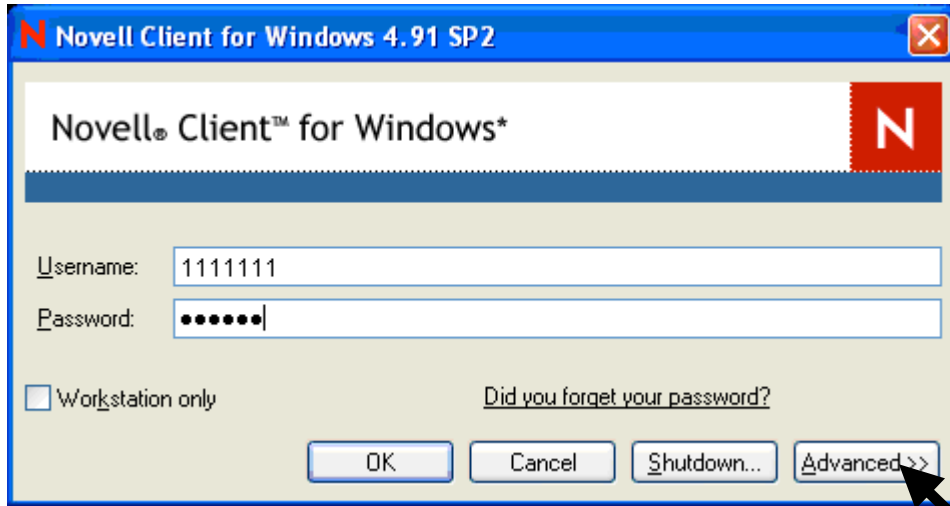
Enter your **Username** (enrolment number) as shown below.



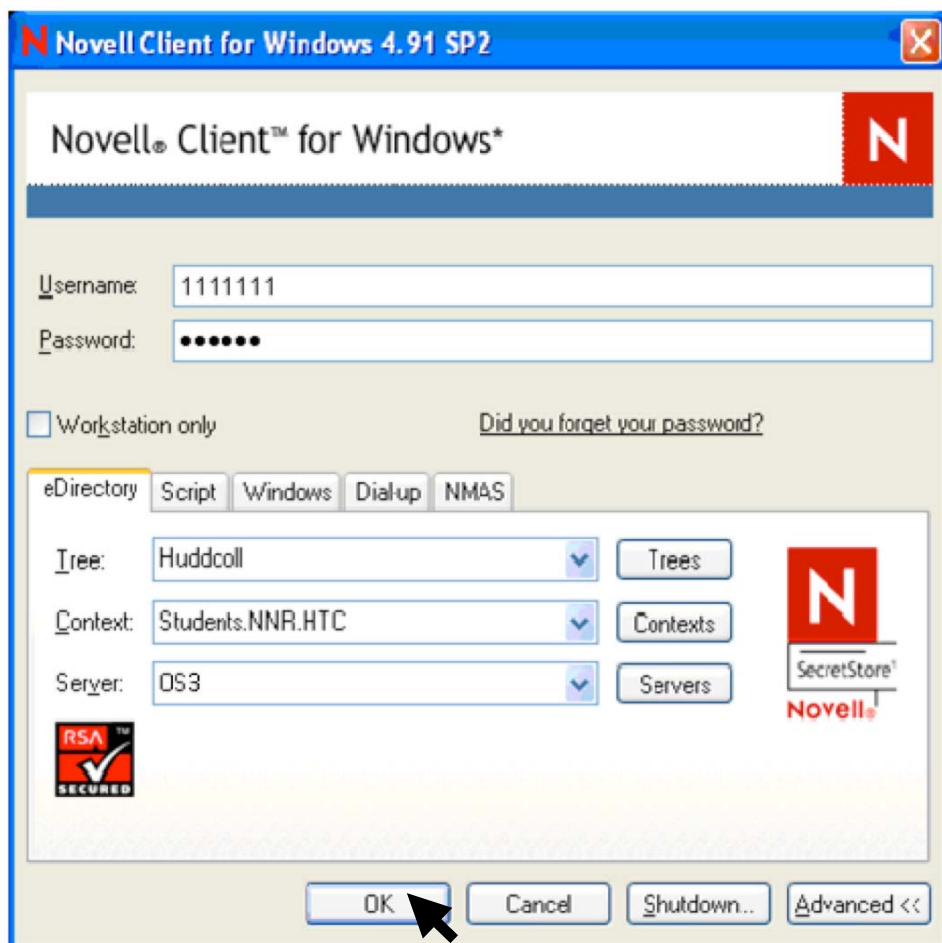
The image shows a screenshot of the Novell Client for Windows 4.91 SP2 login window, identical to the previous one, but with the "Username:" field filled with the number "1111111". The "Password:" field is empty. The other elements, including the "Workstation only" checkbox, the "Did you forget your password?" link, and the "OK", "Cancel", "Shutdown...", and "Advanced >>" buttons, remain the same.

# Individual Student Login Accounts – How To Login

Press the **Tab** (⇧) key. Then enter your date of birth e.g. **081080**. This will appear as a row of circles – one per character that you have typed in.



Use the mouse to click on **ADVANCED** and make sure that the Context box is set to **Students.NNR.HTC**. If not, then click on the arrow at the end of this box and select the correct option from the drop-down list.

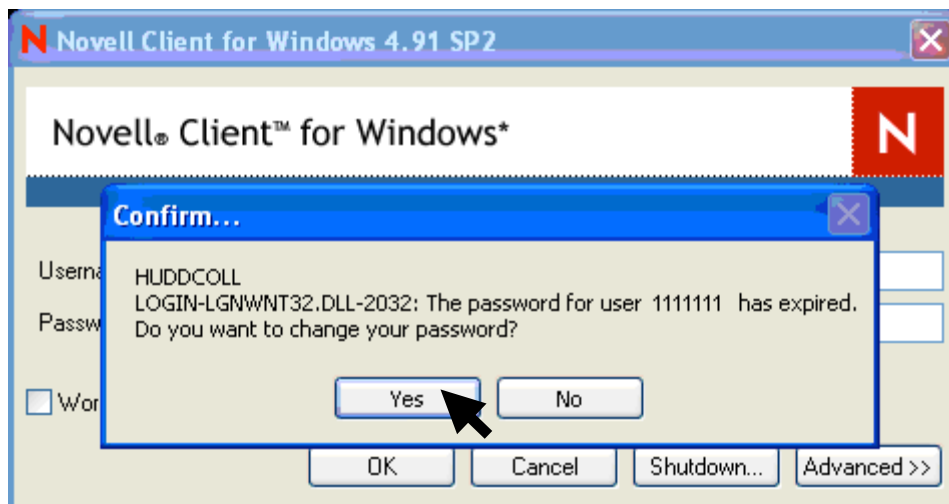


Use the mouse to click on **OK** and wait for the computer to continue logging in.

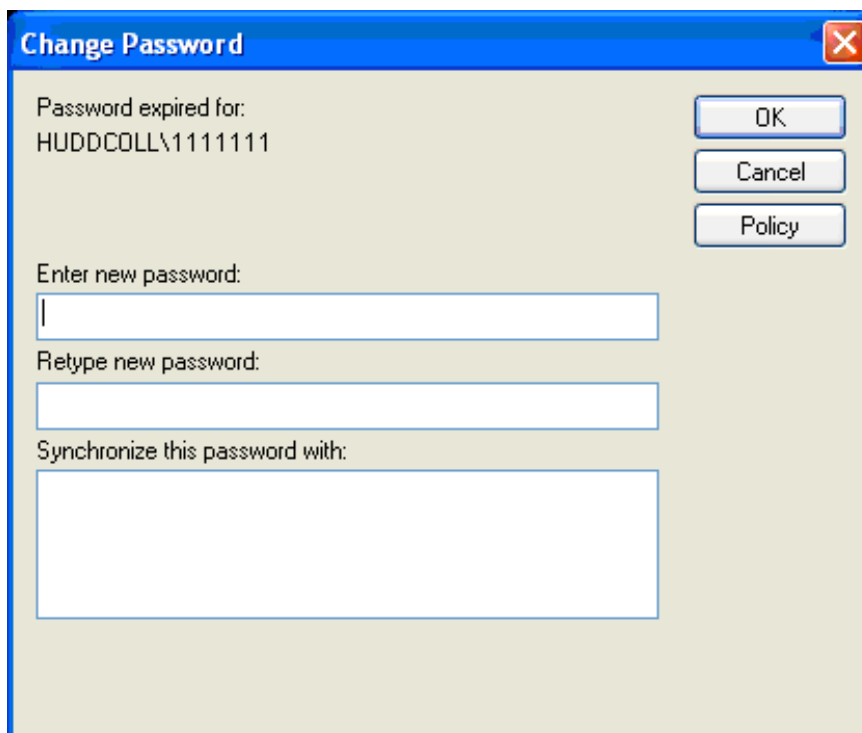
# Individual Student Login Accounts – How To Login

## Changing Passwords

Once you have accessed your account, you will be prompted to change your password with the following message and **must** do so – or you will be locked out of the College computer system.



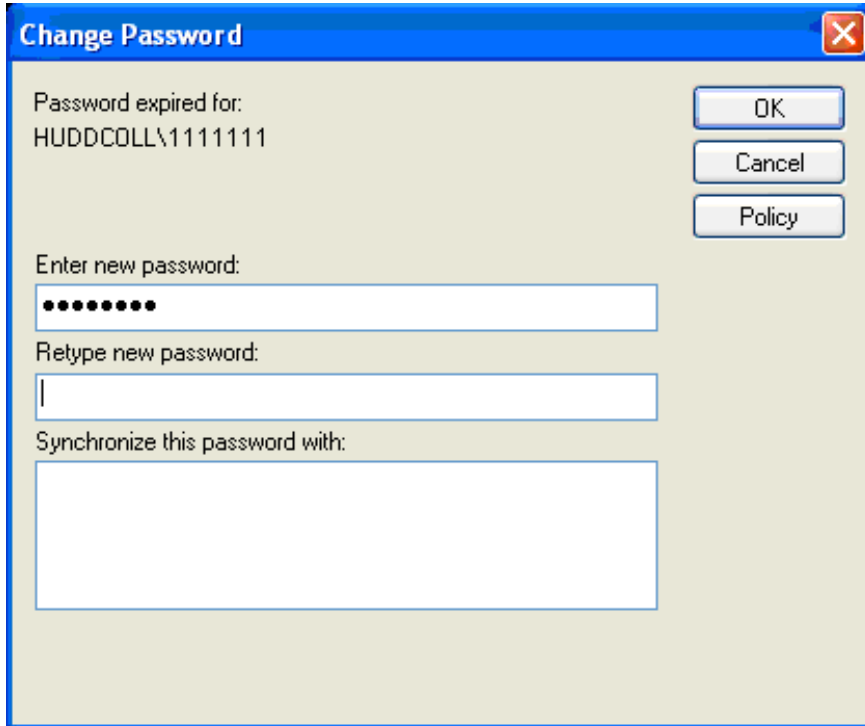
To change your password, select **Yes** as shown above. This will take you to the following screen where you can set your new password.




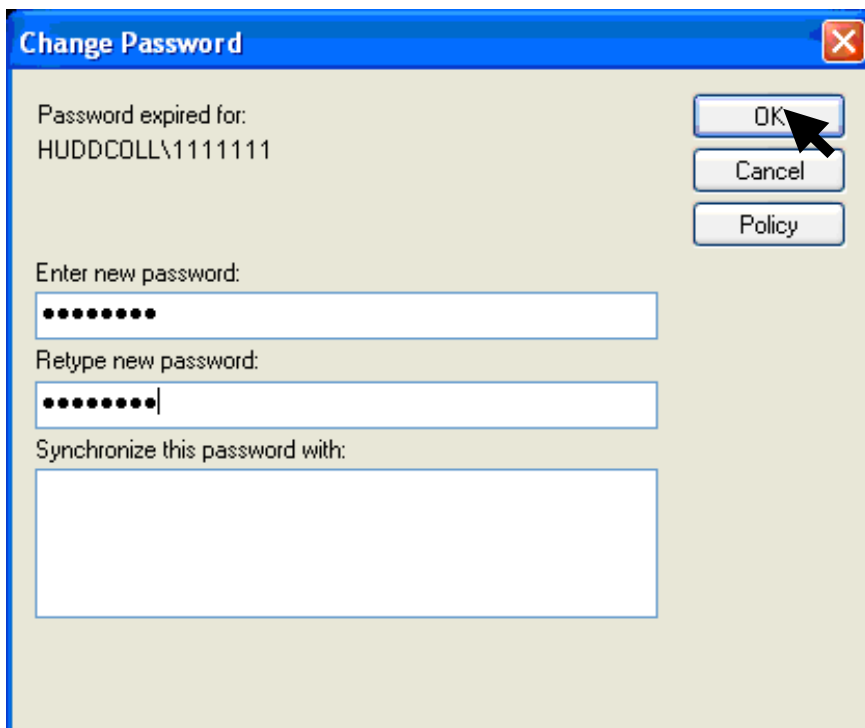
Passwords should be at least six characters long and can contain both letters and numbers. Try to choose a password that you will find easy to remember! You username will remain as your enrolment number.

## Individual Student Login Accounts – How To Login

Enter your **new password** as shown below. This will appear as a row of circles – one per character that you have typed in.



Press the **Tab** () key. Then type your **new password** again as shown below to make sure that you spelt it correctly. Again, this will appear as a row of circles – one per character that you have typed in.



Use the mouse to click on **OK** and then wait for the machine to login.

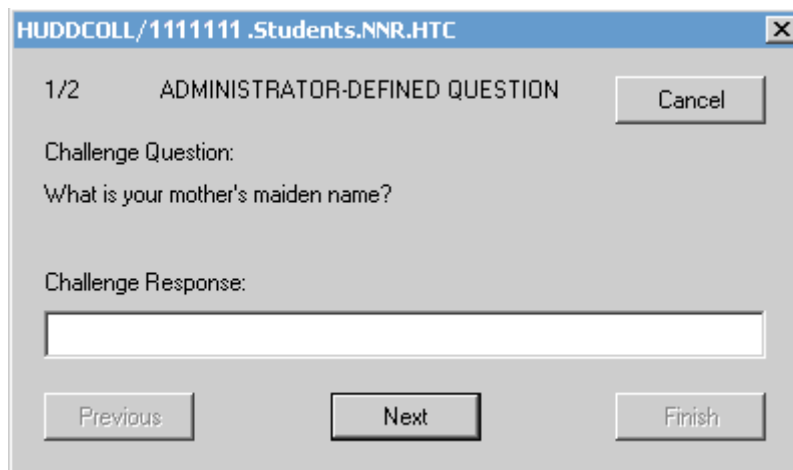
# Individual Student Login Accounts – How To Login

## Setting Challenge Response Questions

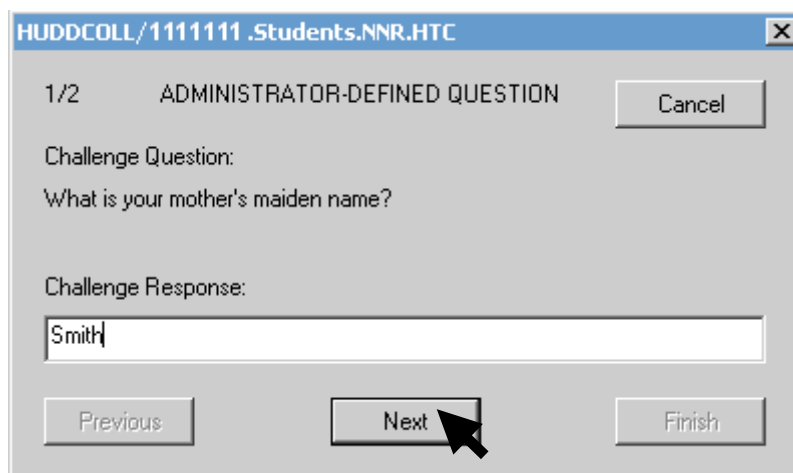
Once you have logged in for the first time and changed your password, you will be prompted to answer two Challenge Response Questions. These are security questions which will allow you to reset your password should you forget it in the future. If you do not do this, you will not be able to access the system should you forget your password!



To set your Challenge Response Questions select **OK** when prompted which will take you to the first question screen.

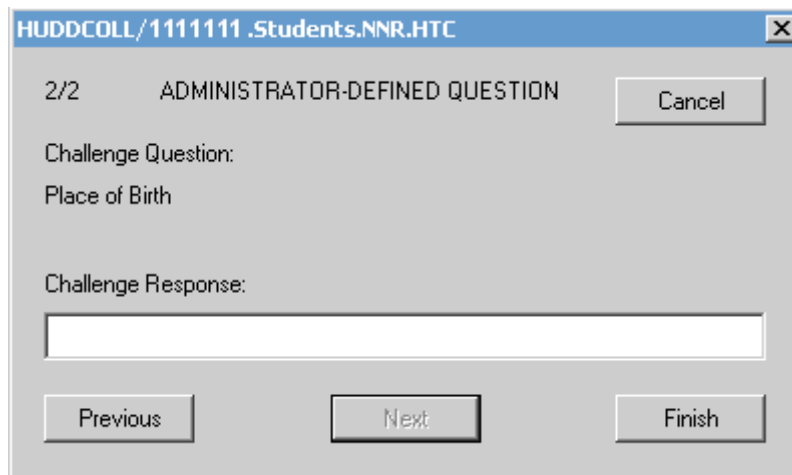


Enter your **mother's maiden name** as requested and select **Next**.

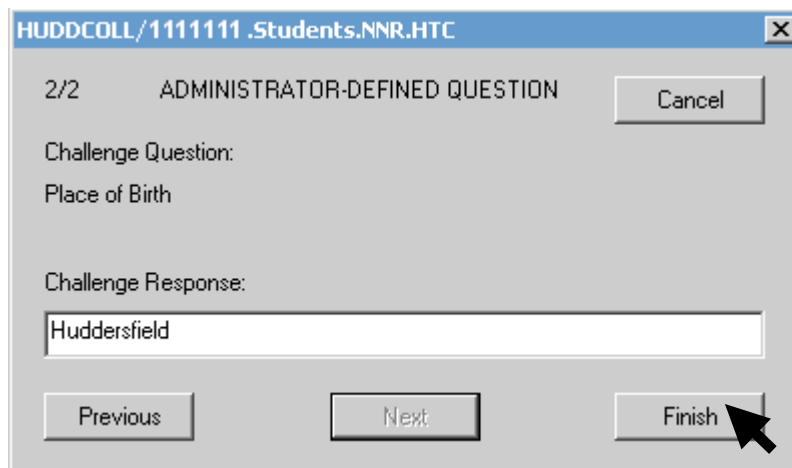


## Individual Student Login Accounts – How To Login

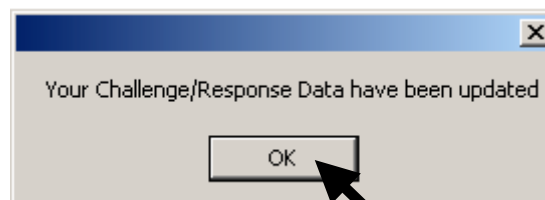
This will take you to the second question screen.



Enter your **place of birth** as requested and select **Finish**.



You should now see the following message confirming that your Challenge Response Questions have been set.

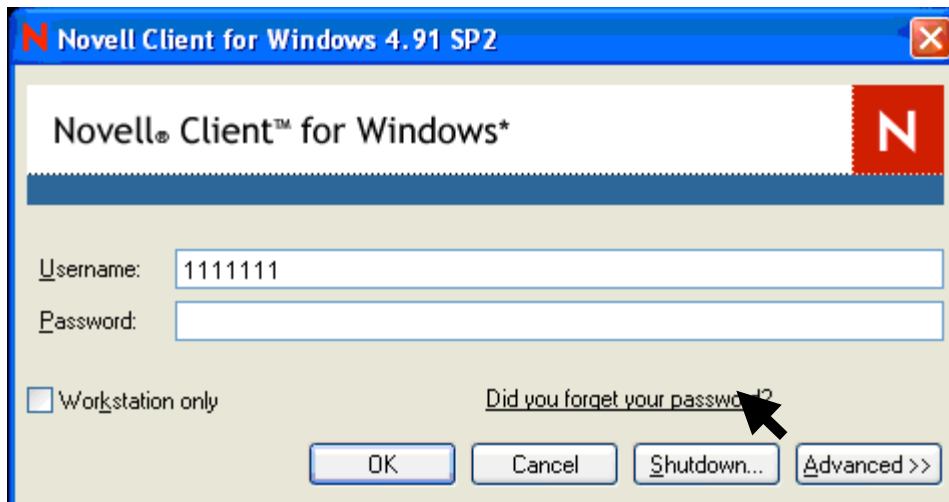


Use the mouse to click on **OK** and wait for the computer to continue logging in.

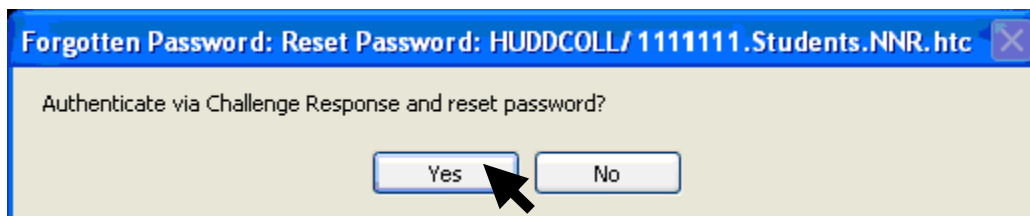
# Individual Student Login Accounts – How To Login

## Re-Setting Your Password

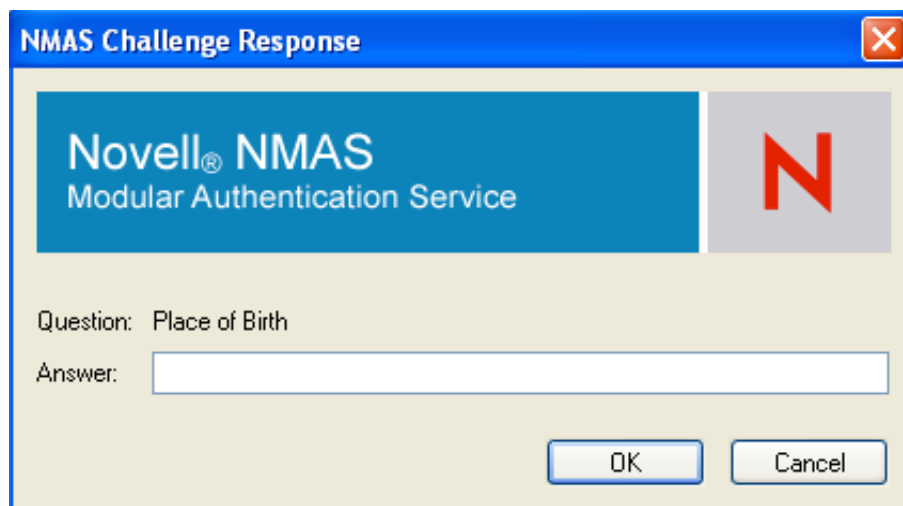
If you forget your login password and have previously answered the Challenge Response Questions, you can reset your own password by selecting the **Did you forget your password?** option from the login screen as shown below.



Select **OK** to reset your password when prompted as shown below.

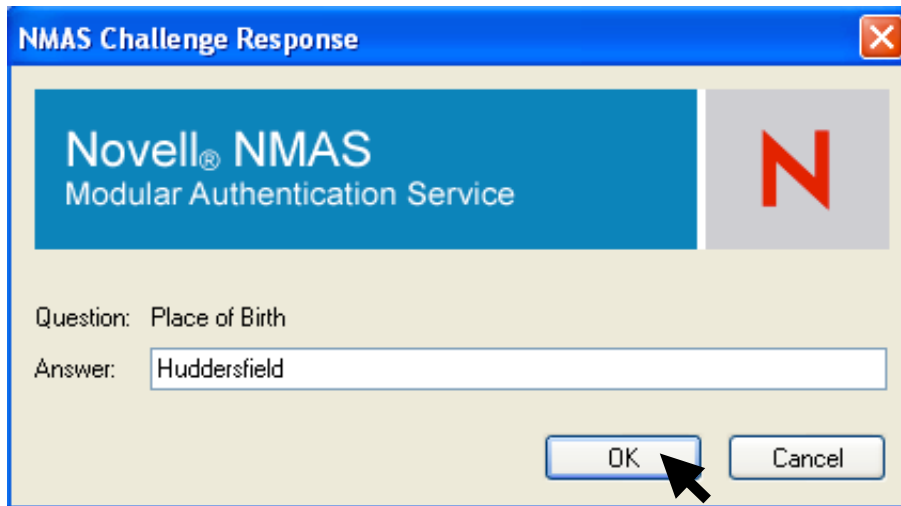


This will take you to the first question screen.



# Individual Student Login Accounts – How To Login

Enter your **place of birth** as requested and select **OK**.



**NMAS Challenge Response**

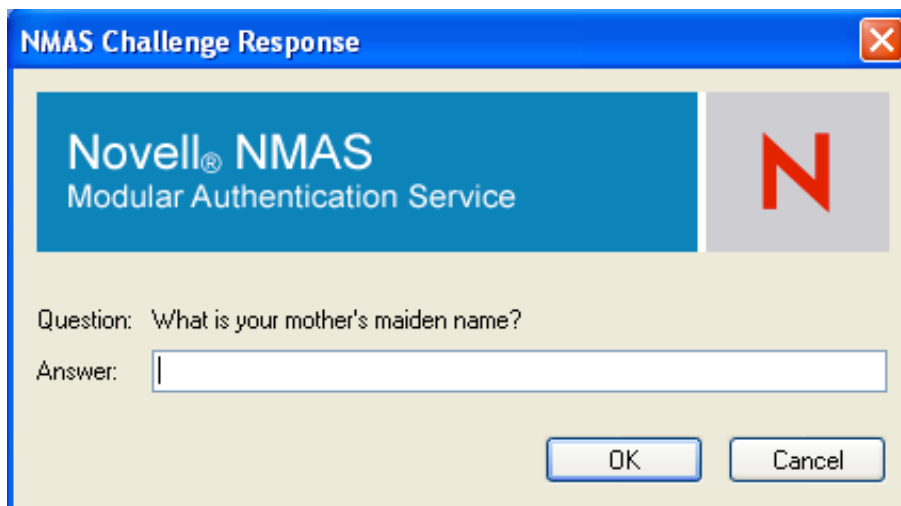
Novell® NMAS  
Modular Authentication Service

Question: Place of Birth

Answer:

OK Cancel

This will take you to the second question screen.



**NMAS Challenge Response**

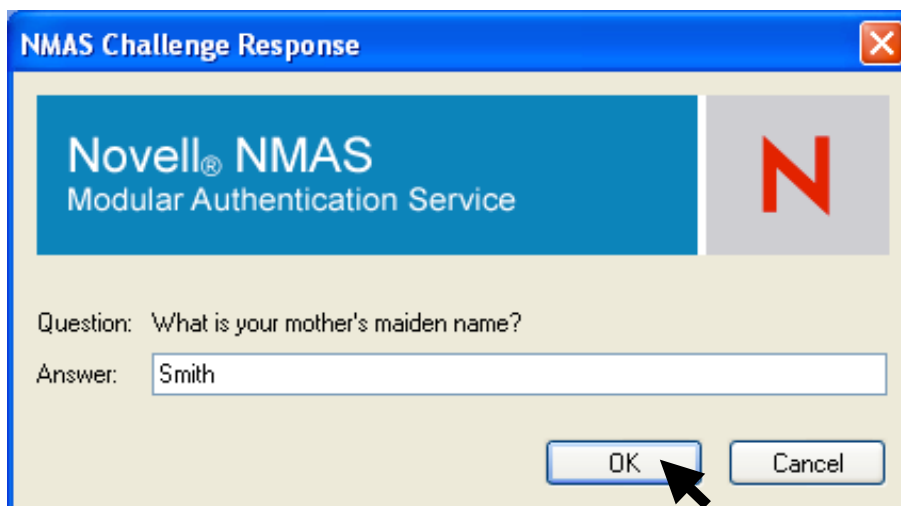
Novell® NMAS  
Modular Authentication Service

Question: What is your mother's maiden name?

Answer:

OK Cancel

Enter your **mother's maiden name** as requested and select **OK**.



**NMAS Challenge Response**

Novell® NMAS  
Modular Authentication Service

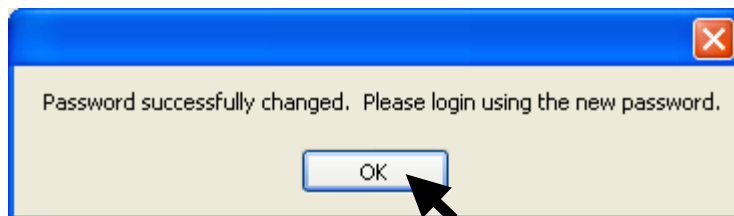
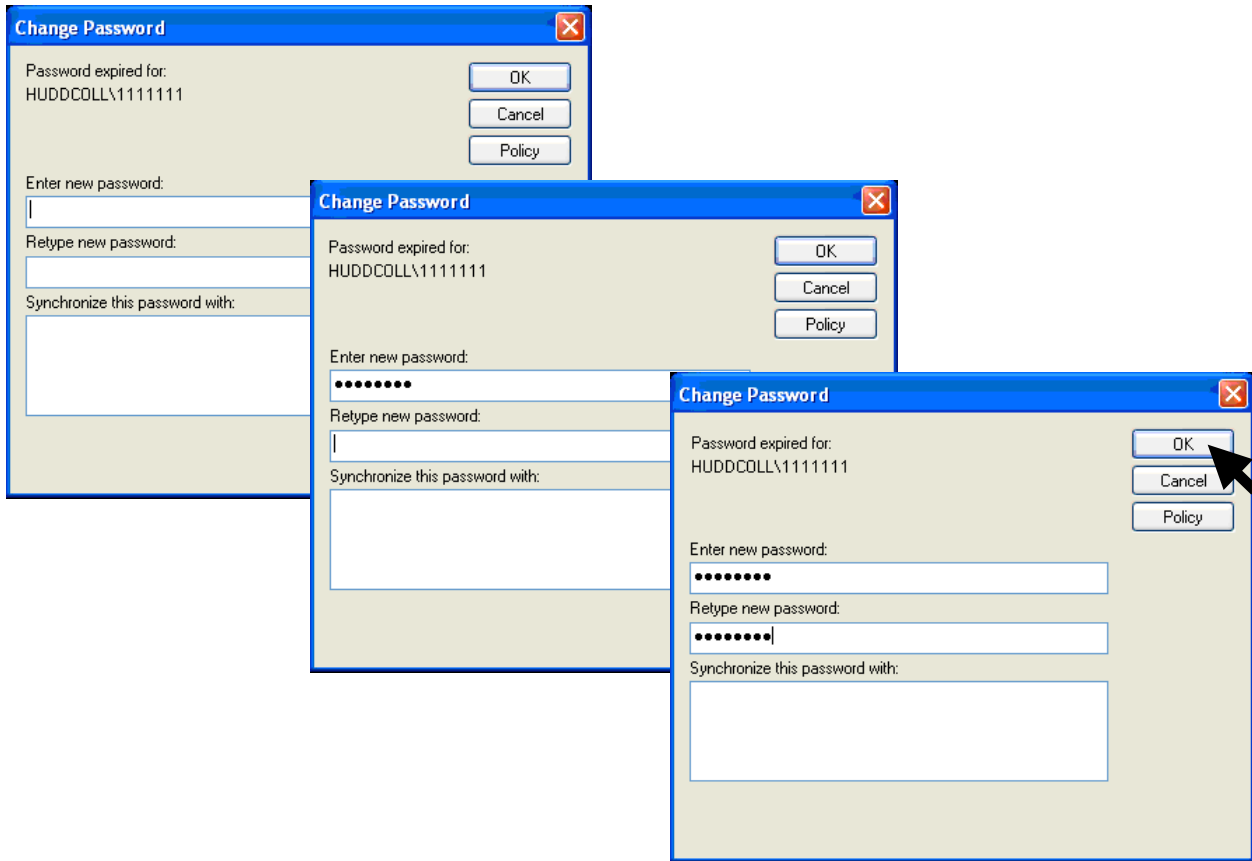
Question: What is your mother's maiden name?

Answer:

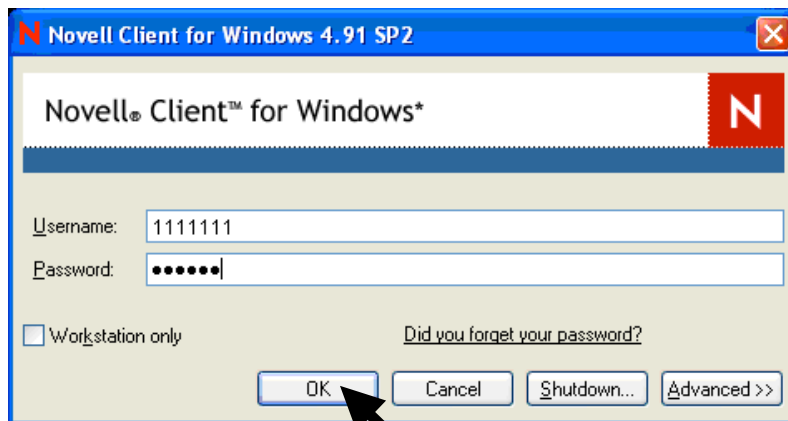
OK Cancel

# Individual Student Login Accounts – How To Login

You should now see the change password screen and be able to reset your password in the same manner as before.



Enter your newly set password into the login box.



Use the mouse to click on **OK** and wait for the computer to continue logging in.

# Individual Student Login Accounts – How To Login

## Accessing the Internet

To access the Internet in College, you must first be logged into a computer using your own College user account. You can then access the Internet via Internet Explorer, but will need to enter your username (enrolment number) and network login password into the initial Internet Explorer screen before you can browse the Internet.

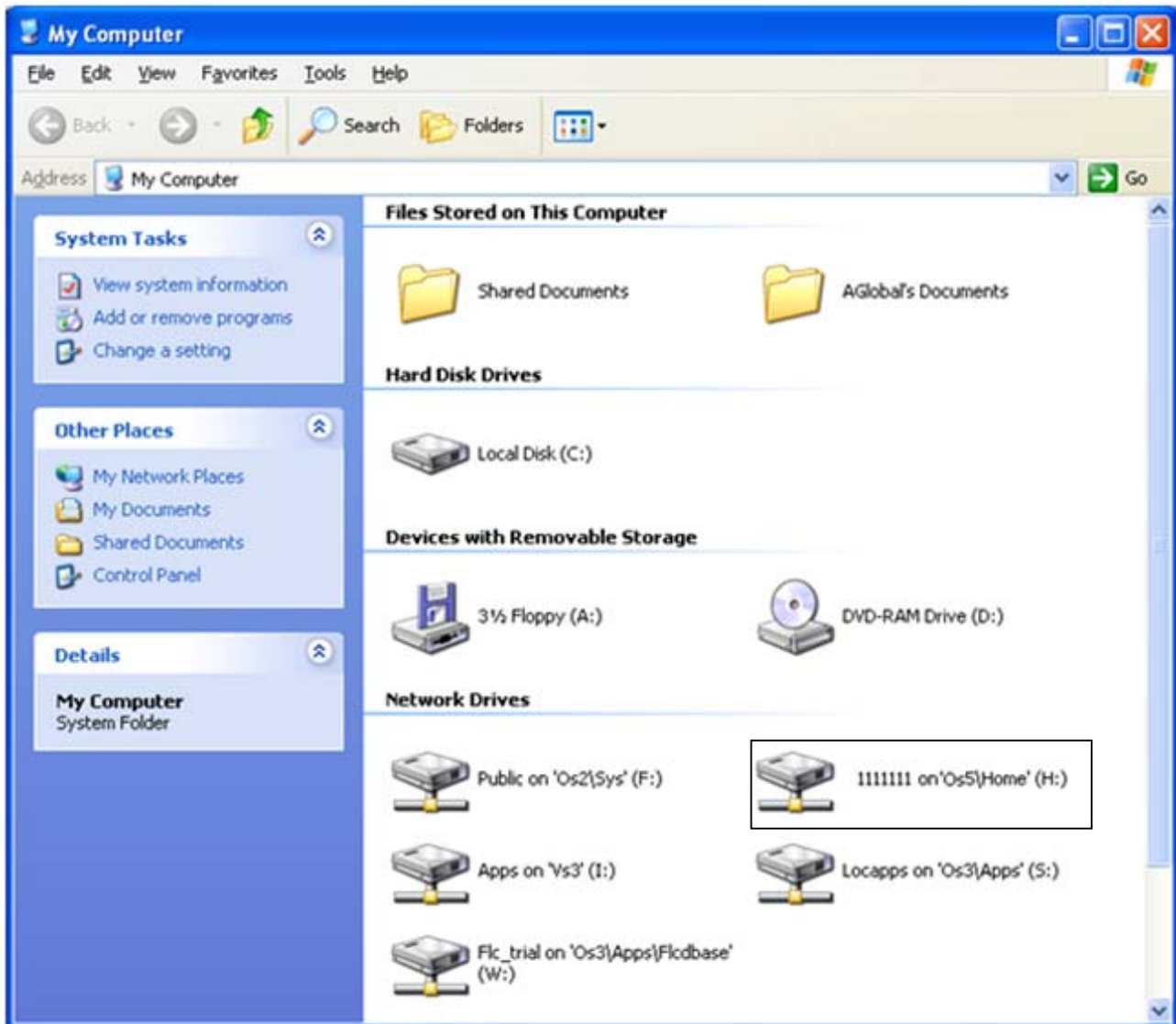
**The College monitors and records the Internet usage of all users.**

**All student computer login accounts, email accounts and their contents will be deleted at the end of the College's Academic Year on 1<sup>st</sup> July 2009.**

## Student Network Areas – H:\ Drives

### H:\ Drive Usage

Your student login account has a **200Mb** network work area, reserved for your use. This is mapped as a **H:\ drive** when you login to a computer and can be accessed within College through My Computer, Windows Explorer, or by selecting the H:\ option from the drop-down list when opening/saving files within applications.



**You are responsible for the content of your network work area (H:\ drive) and for the regular backup of your data.** Backups can be taken by copying the contents of your H:\ drive to a USB pen drive (data stick) on a regular basis. Pen drives are available at a reasonable charge from the College bookshop.

## Student Network Areas – H:\ Drives

### Accessing H:\ Drive through the Internet

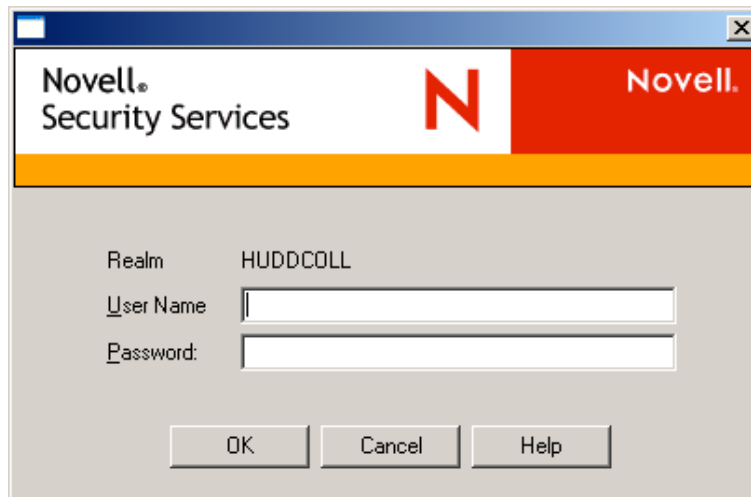
Your H:\ drive can also be accessed through the Internet from outside the College. This can be achieved by opening a Web Browser (e.g. Internet Explorer) and going to the following site.

**<http://portal.kirkleescollege.ac.uk>**

From here, select the **College H Drive** link from the list on the left hand side of the screen and this will transfer you to the H:\ drive login screen. If prompted by a security alert as shown below, select **Yes** to continue.



This will take you to the **NetStorage** login screen, as shown below.

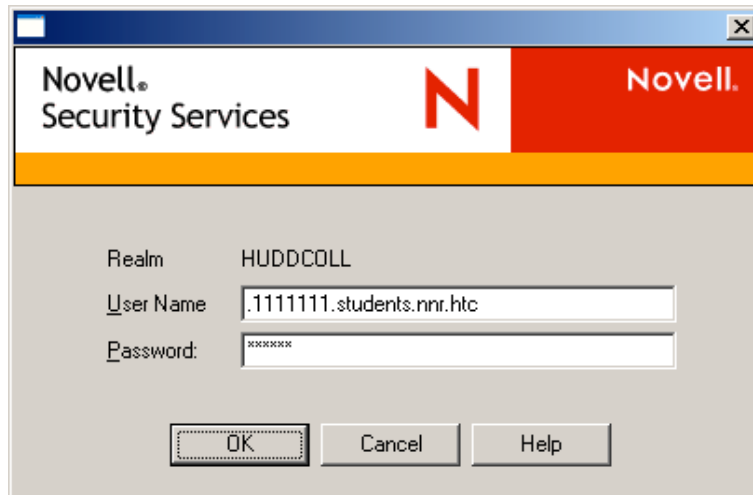


In order to access your H:\ drive, you will need to enter a **Username** and **Password** and then click on **OK**. Your H:\ drive username and password are:

<b>Username</b>	=	<b>.EnrolmentNumber.students.nnr.htc</b>
<b>Password</b>	=	<b>Novell Login Password</b>

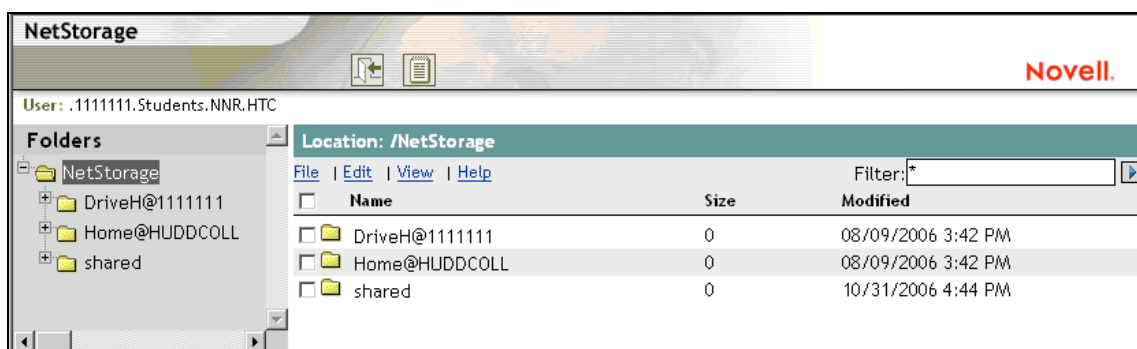
**Remember:** For H:\ drive access purposes, your username must include the preceding full stop and your password is the same as your current Novell Login Password – the one you use to access the computers in College - **NOT** you email access password.

## Student Network Areas – H:\ Drives



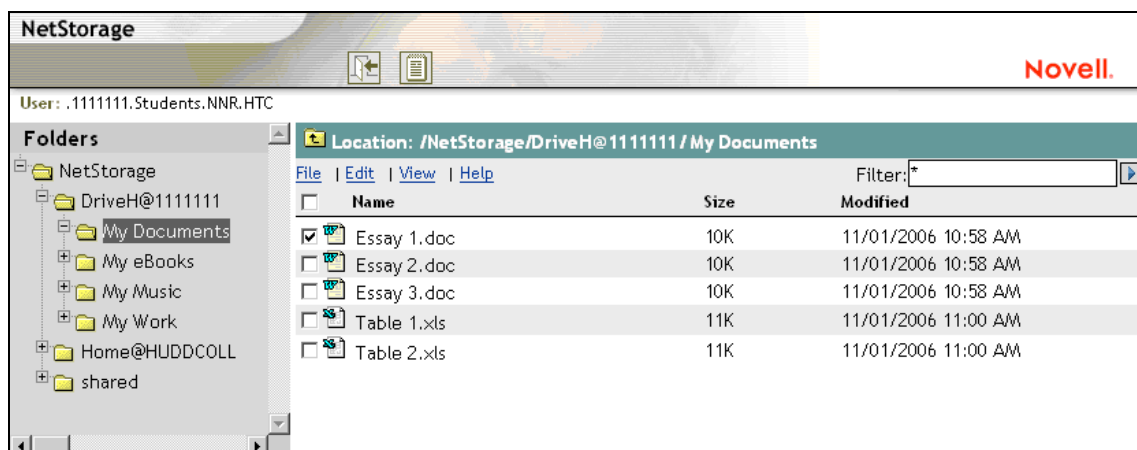
### Using Web-Based H:\ Drive Access

Once you have logged in, you will be taken to the NetStorage screen, like that shown below:



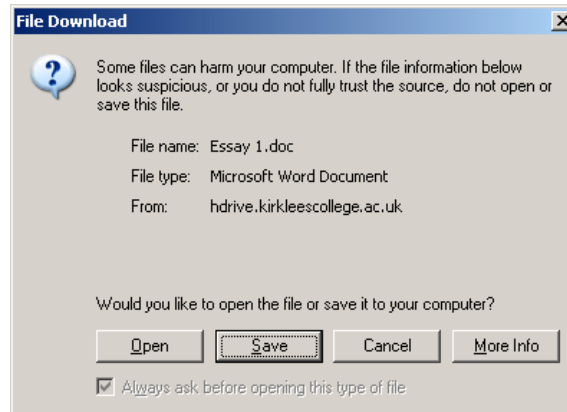
The contents of your H:\ drive are held in the DriveH@EnrolmentNumber folder. This can be viewed by selecting the DriveH@EnrolmentNumber option from the list on the left hand side of the screen and your folders and files will then be displayed on the right of the screen. To view the contents of a particular folder, select that folder from the list on the left and its contents will then be displayed on the right.

Before you can edit a file, you must first download it to the machine that you are currently working on. This can be done by clicking in the small box next to the file you wish to download so that a tick appears within it, and then selecting the **Download** option from the **File** menu.

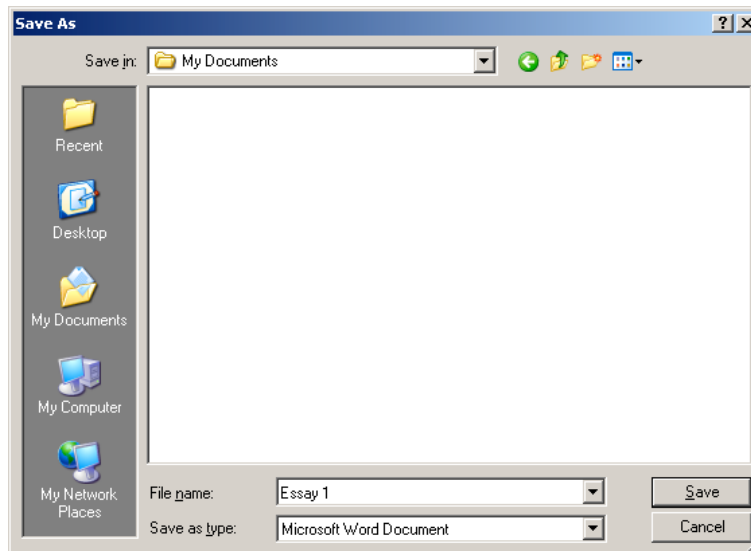


## Student Network Areas – H:\ Drives

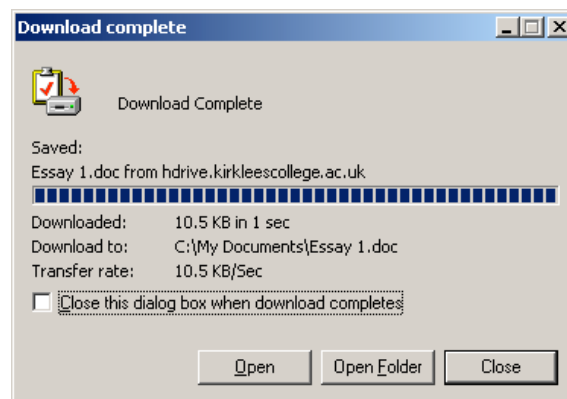
This will bring up a download window asking what you would like to do with the selected file. Select the **Save** option to save the file to the local computer.



Now specify a location where you would like the file to be saved. You can also change the name of the file if you wish. When you have finished, select **Save** to save the file.

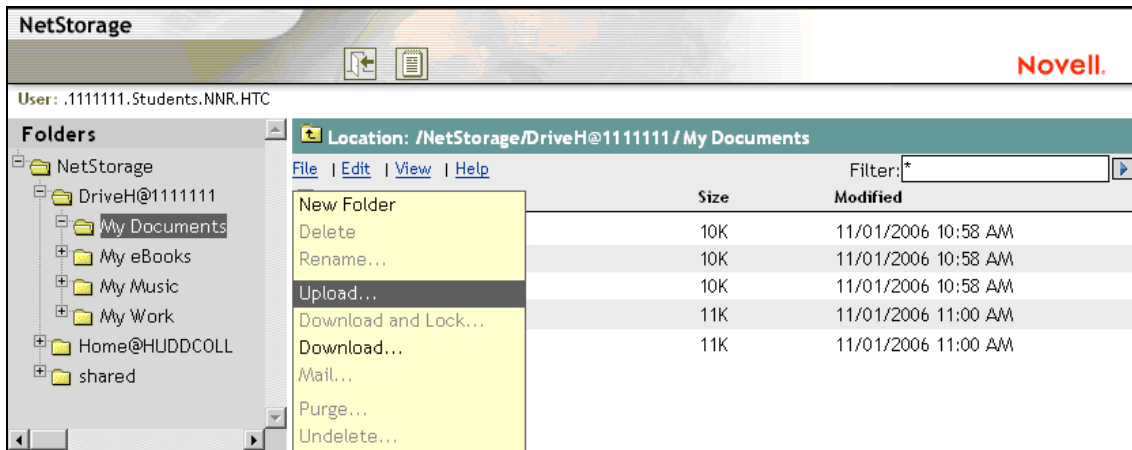


When the file has been saved to the required location, the following screen will be displayed. Select the **Close** option to return to the NetStorage screen.



You can now open and edit the downloaded file in the usual manner. Once you have finished editing the file and have saved it, you then need to upload it back to your H:\ drive. This can be done by browsing to the folder in which you wish to place your file within the main NetStorage screen, and then selecting the **Upload** option from the **File** menu.

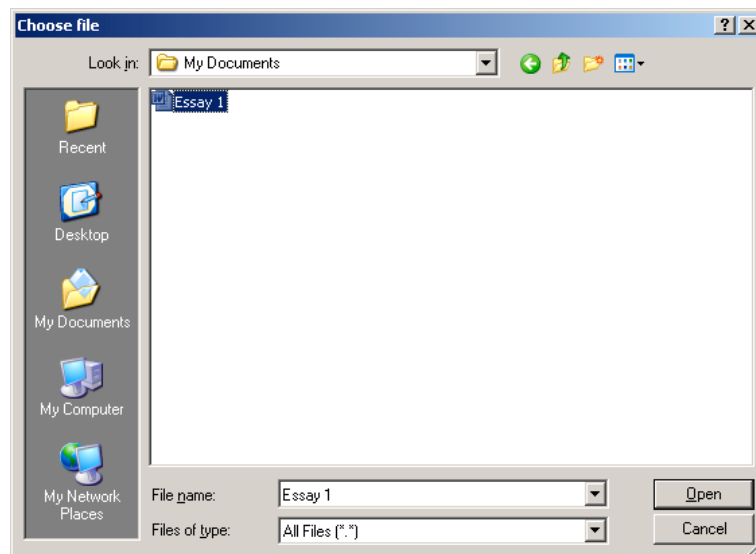
## Student Network Areas – H:\ Drives



This will bring up an upload window asking you to specify the location of the file to be uploaded. This can be done by selecting the **Browse** option.



Now locate the file you wish to upload. Once you have selected the file to be uploaded, click on the Open button.



Now select the **Upload** button to upload the file to your College H:\ drive. NB - If the tick is left in the **Overwrite Existing Files** option above the upload button when this is selected, any file of the same name within the same folder on your H:\ drive will be overwritten!

## Student Network Areas – H:\ Drives

**Upload File**

Note that the following illegal filename characters will be removed from uploaded files: \ / : \* ? " ' < > |

File:

Overwrite existing files

You can check that the file has been uploaded correctly by viewing its details within the main NetStorage window. These include the date and time each file was added to your H:\ drive or last edited and are displayed under the Modified column as shown below.

**NetStorage** Novell.

User: .1111111.Students.NNR.HTC

Location: /NetStorage/DriveH@1111111 / My Documents

File | Edit | View | Help Filter: \*

Name	Size	Modified
<input type="checkbox"/> Essay 1.doc	10K	11/01/2006 12:03 AM
<input type="checkbox"/> Essay 2.doc	10K	11/01/2006 10:58 AM
<input type="checkbox"/> Essay 3.doc	10K	11/01/2006 10:58 AM
<input type="checkbox"/> Table 1.xls	11K	11/01/2006 11:00 AM
<input type="checkbox"/> Table 2.xls	11K	11/01/2006 11:00 AM

### Exiting Web Based H:\ Drive Access

To exit your web-based H:\ drive, click on the **Logout** icon at the top of the screen. This will log you out of your H:\ drive access securely and exit the NetStorage system.



**More information on using NetStorage is available from the Help menu.**

# Student Email Accounts

## Accessing Email


All students at the College have their own individual College email accounts. Your College email address takes the form of your enrolment\_number@huddcoll.ac.uk – for example:

**1111111@kirkleescollege.ac.uk**

Your email account can only be accessed through the Internet, either in College or at home. This can be achieved by opening a Web Browser (e.g. Internet Explorer) and going to the following site.

**http://www.kirkleescollege.ac.uk**

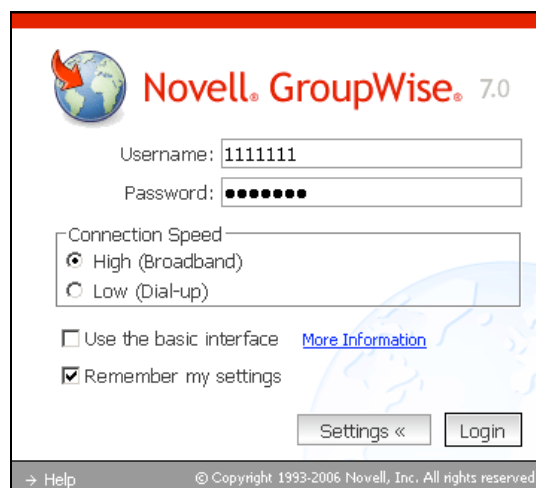
From here, select the **Email** link in the top right hand corner of the page and this will take you to the **GroupWise WebAccess** login screen, as shown below.



In order to access your email account, you will need to enter a **Username** and **Password** and then click on **Login**. Your email username and password are:

<b>Username</b>	=	<b>Enrolment Number</b>
<b>Password</b>	=	<b>Date of Birth</b>

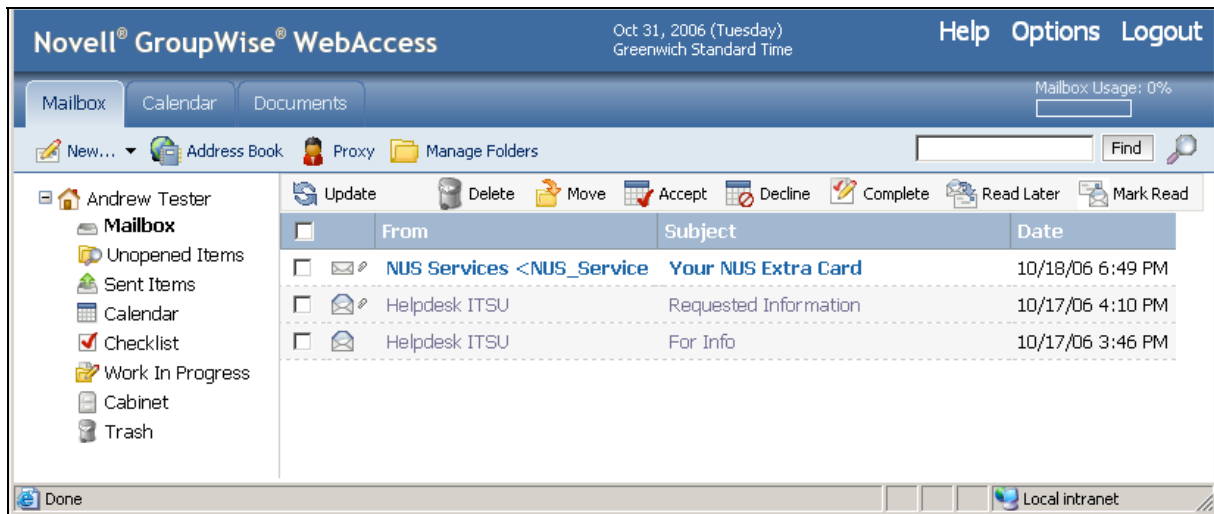
**Remember:** For password purposes, your date of birth is entered as a six figure number - for example the 8<sup>th</sup> October 1980 should be entered as **081080**. Your email password will remain as your date of birth, even after you have changed your main computer account login password.



# Student Email Accounts

## Using Email

Once you have logged in, you will be taken to your **mailbox** screen, similar to that below:

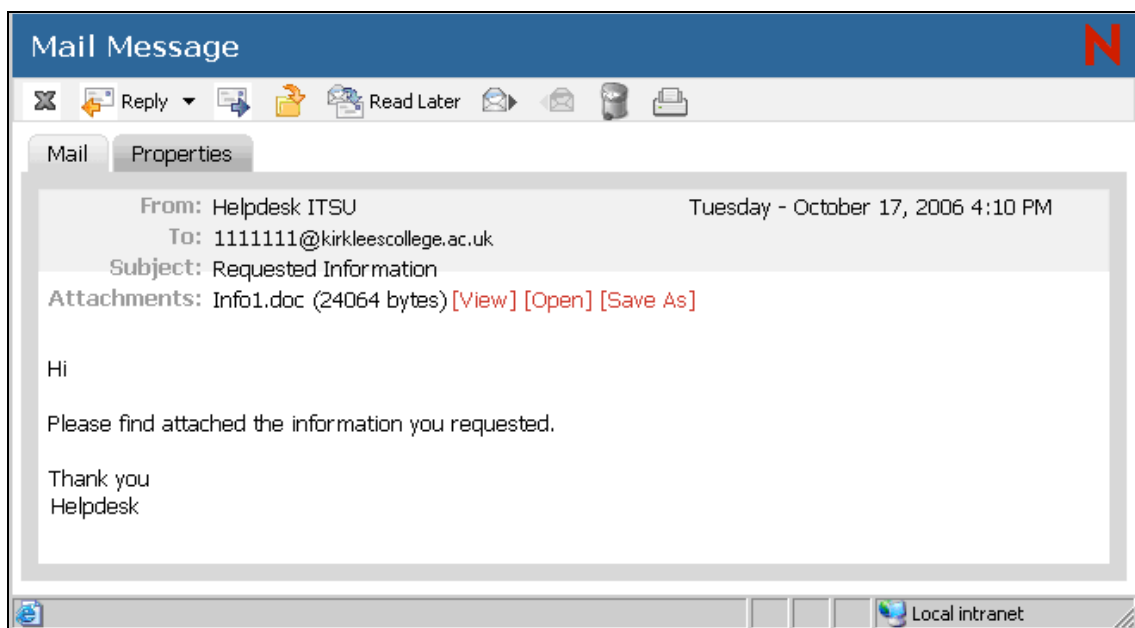


Your mailbox contains all the email messages that you have received, displayed with their Sender, Subject and Date. From your mailbox you can read, send, receive and manage your emails.

**NOTE – All College email accounts and their contents will be deleted at the end of the College’s Academic Year on 1<sup>st</sup> July 2009.**

## Reading Emails

To read an email you have received, just double-click on the emails’ **Subject** and the message will open:

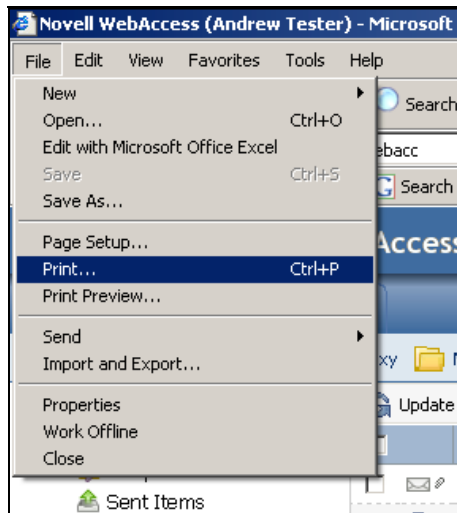


You can now read the email and then reply to it, print it, or forward it to someone else! To close the email, just click on the cross in the top right hand corner of the window as usual.

# Student Email Accounts

## Printing Emails

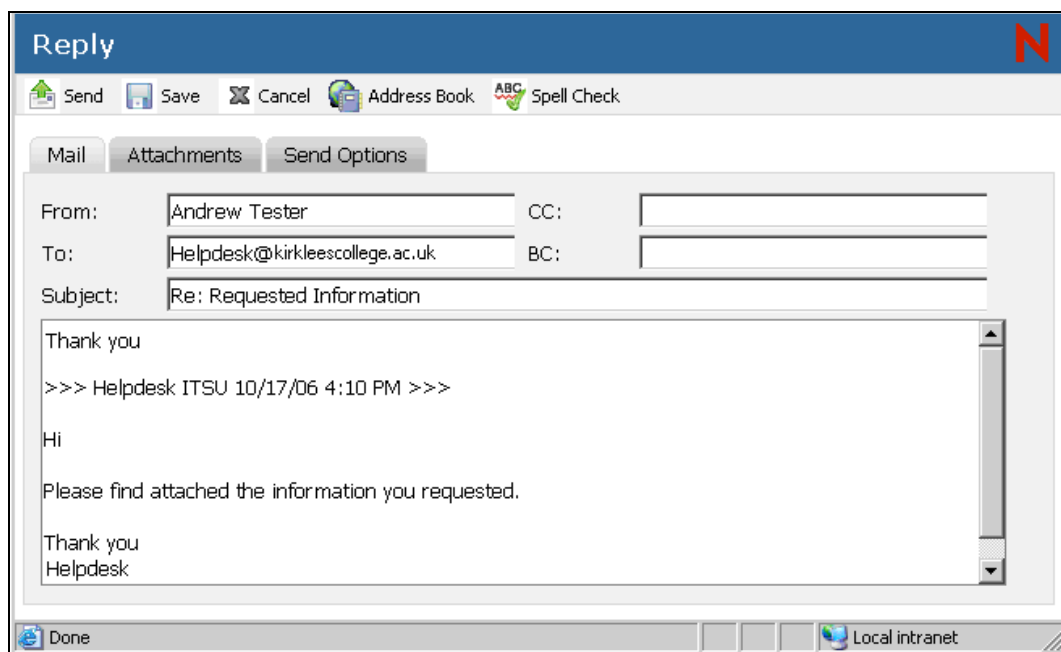
To print an email message, the email must first be opened as above. Once you have opened your email, click on the **File** menu and select **Print**. Check to make sure that you are printing only one copy of the email and then select **Print** again.



## Replying To Emails

The easiest way to send an email is to reply to one that someone has already sent to you. This is because the computer will then put the recipients email address into the **To:** field for you.

To reply to an email, open the email and then click on the **Reply** button at the top of the window. A reply email window will open with the senders name, recipients email address and email subject already in place. All you need to do now is to type your response/message into the blank page and change the email subject as appropriate.



When you have completed your message, just click on the **Send** button to send the email!

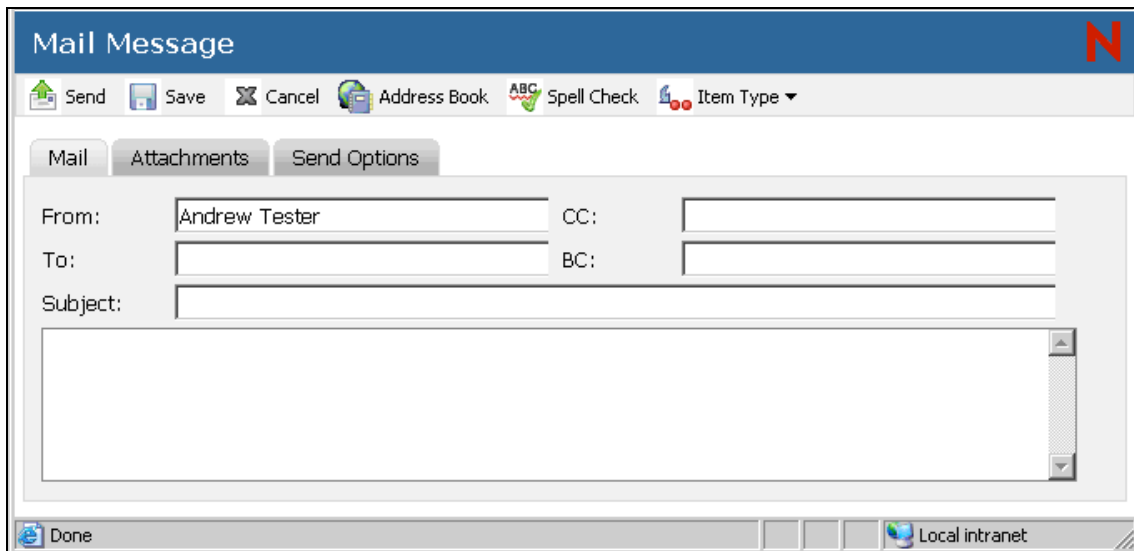
# Student Email Accounts

## Sending New Emails

To send an email when you are not replying to one you have received is a little bit more complicated. To start a new email click on the **New...** icon at the top left of your mailbox screen.

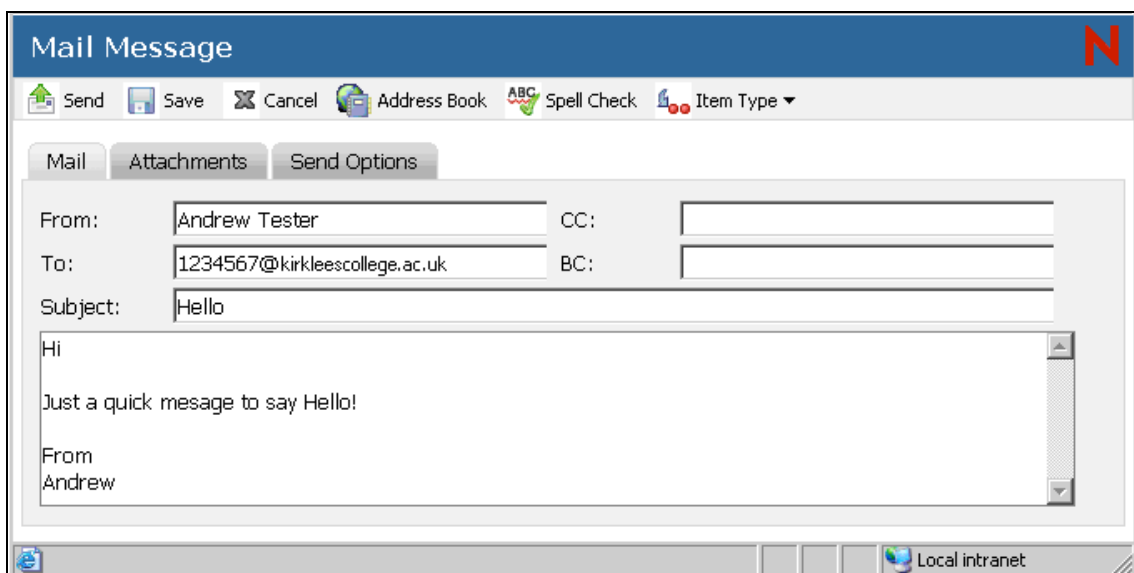


A new email window will open like that below with all the fields (boxes) empty ready for you to complete.



If you have not sent this person an email message from this mailbox before you will need to type in their full email address, very carefully, into the **To:** field. Email addresses are usually entered in lower case and have to be exact. If you have sent this person an email from this mailbox before, you should be able to select their email address from your **Address Book** (see next section). If you want to send the same email to more than one person, you can put the other recipients' email address in the **CC:** field.

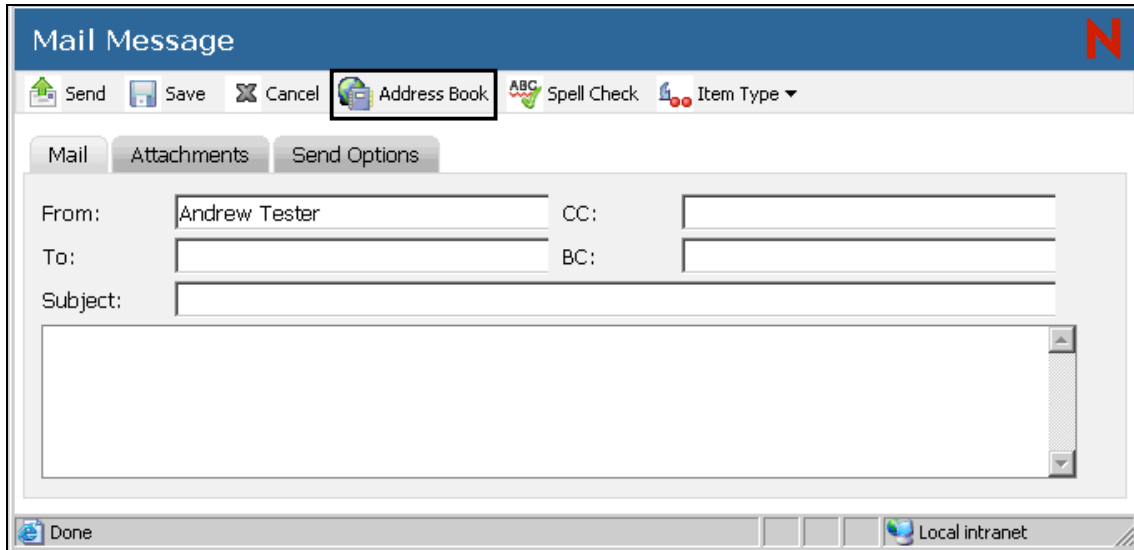
Once you have entered the recipients email address, you can then give the email message a **Subject**. This should be a short description telling the recipient what the email is about. Now you are ready to type your message into the blank page. When you have completed your message, just click on the **Send** button to send the email!



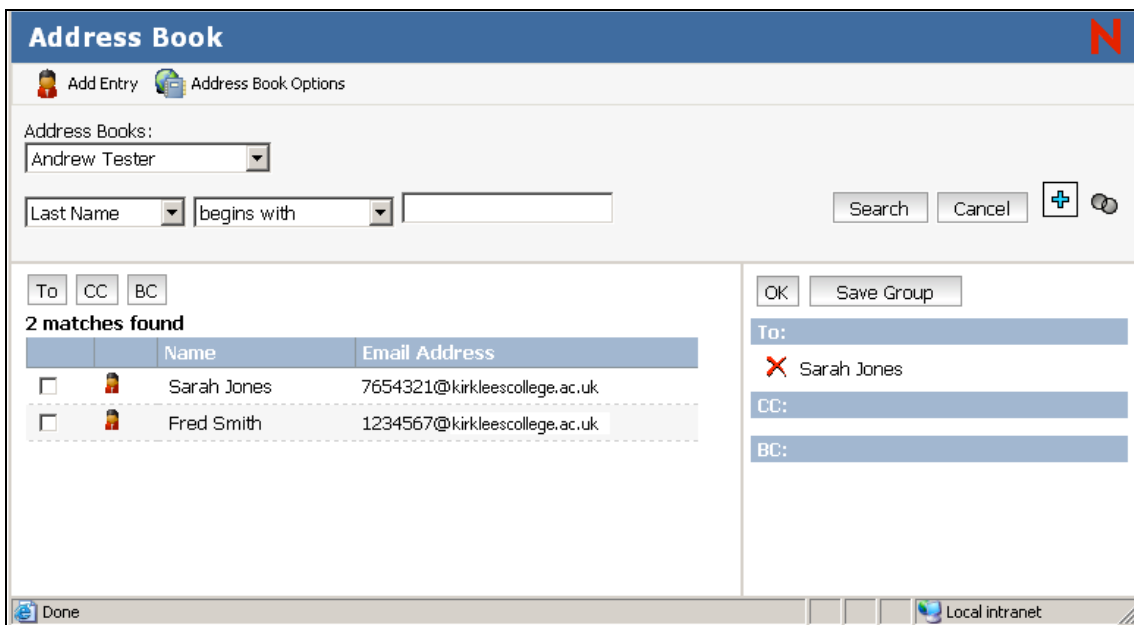
# Student Email Accounts

## Using the Address Book

When you send a person an email, their email address is usually added to your **Address Book**. Next time you want to send that person an email, you can just select their address from the Address Book without having to type it again. To access the Address Book when sending a new email, click on the **Address Book** button at the top of the new mail screen.



This will open the Address Book window shown below.

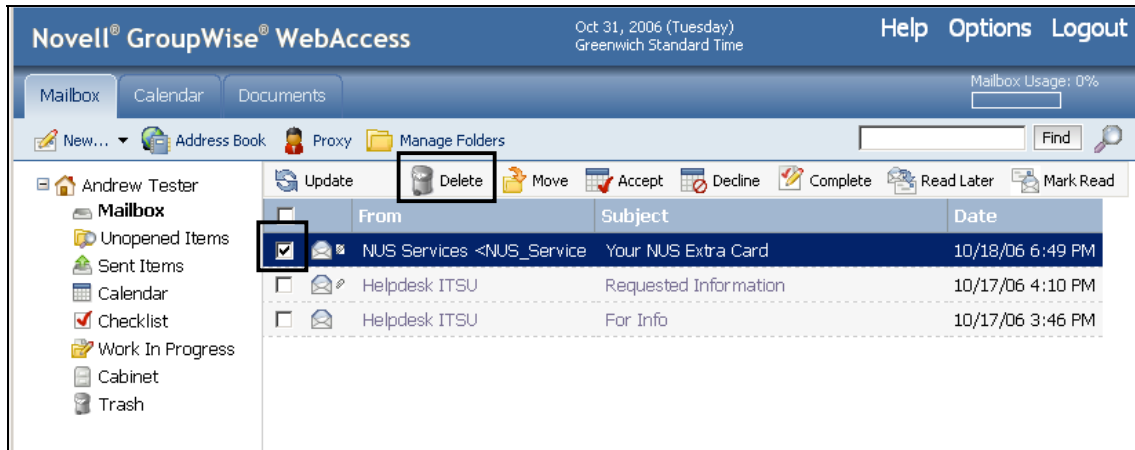


Check that the **Address Book** option at the top is set to either the **your name** or the **Frequent Contacts** address book as required, and then use the **Search** options to find the person you are looking for. Once you have found them, click in the small box next to their name to select them, then click on the **To** button above the list and the recipients email address will appear in the right hand column. Now click on **OK** to return to your new email message and their address will be displayed in the **To:** field of the email message screen.

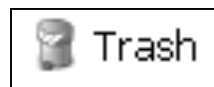
# Student Email Accounts

## Deleting Emails

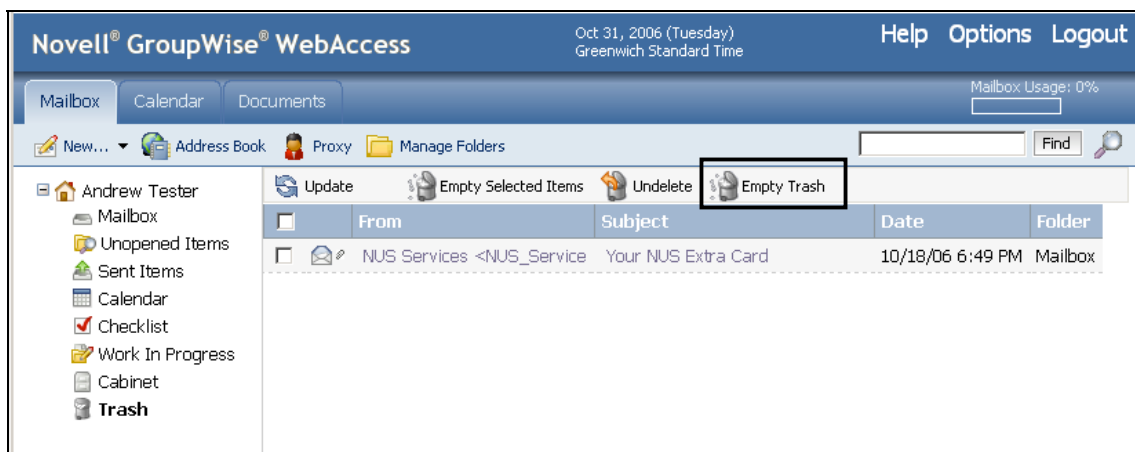
Although you may want to keep some of your emails, you will receive others that you do not want/need to keep. To delete these emails, click in the small box next to each email you want to delete so that a tick appears within it and then select the **Delete** button at the top of the mailbox.



Emails that are deleted do leave your mailbox immediately; they go into the **Trash Can** in case you have deleted them by mistake. To empty the Trash can once you are sure you do not need the emails anymore, click on the **Trash Can** icon at the bottom of the mailbox list.



This will open the Trash Can window and show you all the emails currently in your Trash. To delete all the emails within the Trash, click on the **Empty Trash** button at the top right hand side of the screen.



Emails can also be recovered from the Trash if deleted by mistake. To recover an email, click in the small box next to the email to be recovered so that a tick appears within it and then select the **Undelete** button at the top of the mailbox screen. The email is then transferred back to where it was deleted from.

## Exiting Your Email

To exit your email mailbox, click on the **Logout** option at the top of the screen. This will log you out of your email and exit the GroupWise WebMail system.

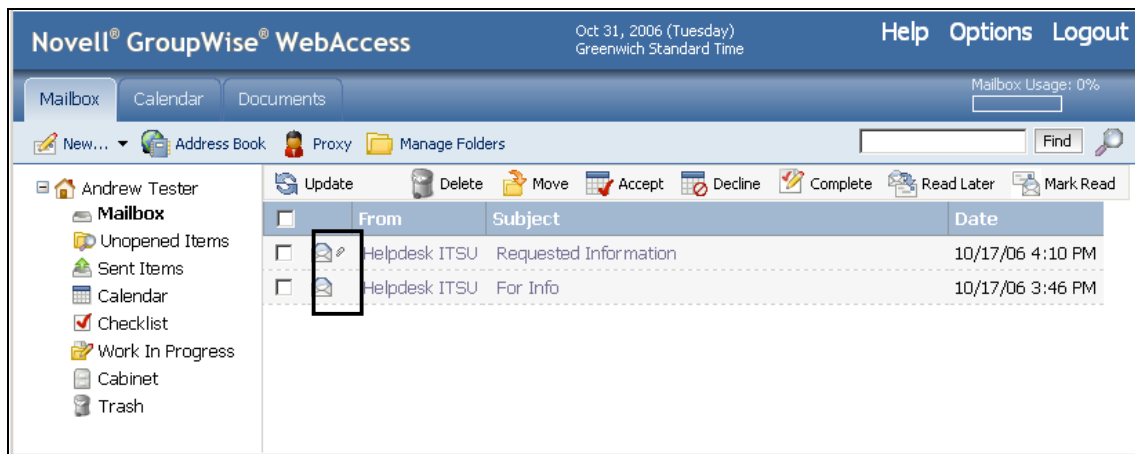
# Student Email Accounts

## Email Attachments

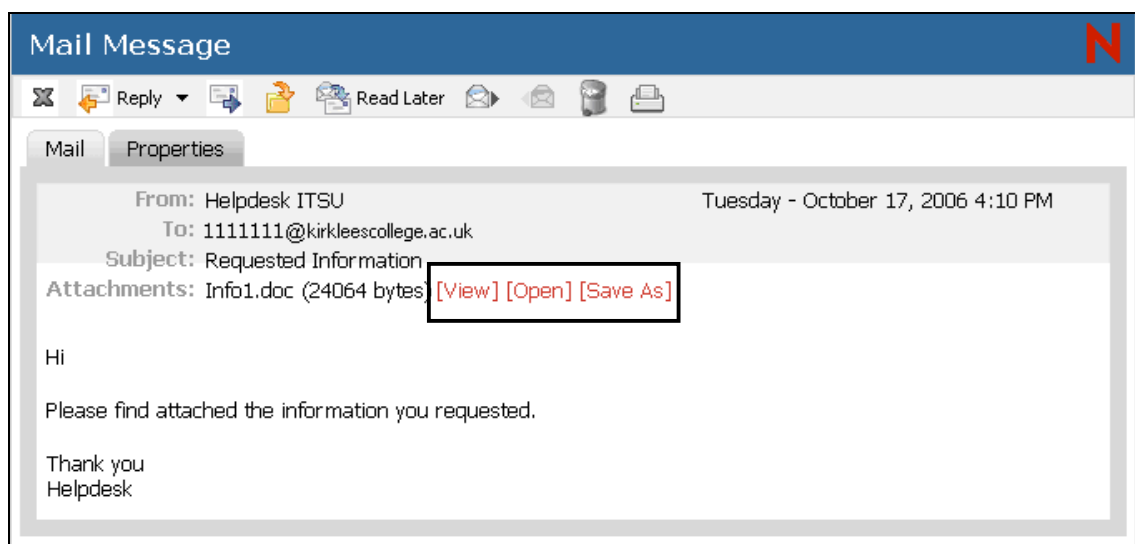
As well as sending messages, it is also possible to send computer files using email. Files sent in this way are called attachments. It is possible to attach many different types of files to email messages - including letters, forms, photographs, pictures and sounds. You should only access email attachments sent by people you know and trust to try to avoid catching computer viruses.

## Receiving Attachments

It is possible to see whether an email you have received has an attachment by looking at your Mailbox. Emails with attached files are displayed with a small paperclip showing next to their Subject.



To look at an attachment, first open the email as usual. You should now see a screen similar to that below which shows the name of the attached file and a set of options for viewing, opening and saving the attachment.

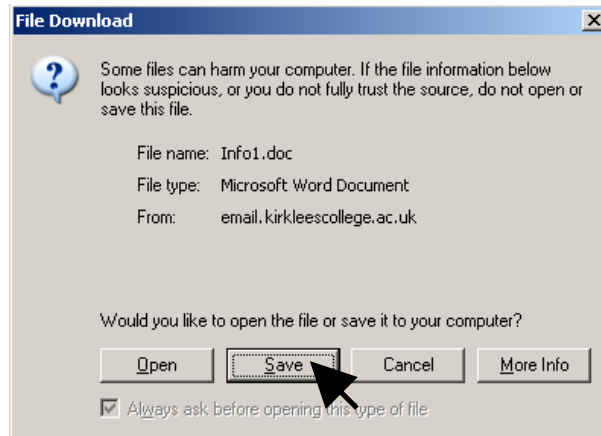


Many attached files can be viewed easily by selecting **View**. Selecting **Open** opens the attachment within the application (MS Word, MS Excel etc.) that it was created. In order for this to happen, the computer you are trying to access the attachment on must have the appropriate software installed – you cannot open a spreadsheet created in MS Excel on a computer that does not have MS Excel installed on it! This is something to think about when sending and receiving files by email.

# Student Email Accounts

## Saving Attachments

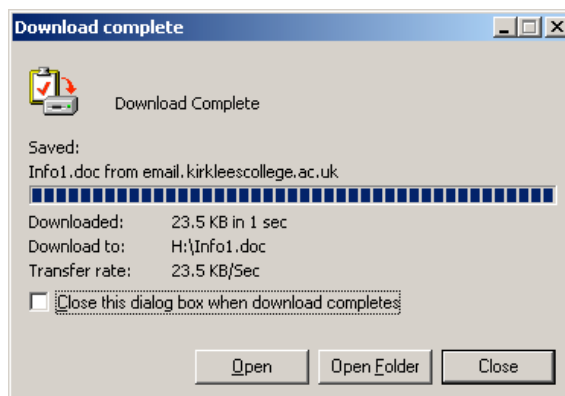
It is also possible to save the attached files you receive by email so that you can alter/update them or look at them later. To save an attachment first select **Save**, then click on **Save** to confirm your choice when you see the screen below. Again you should only save email attachments sent by people you know and trust to try to avoid catching computer viruses.



Now specify a location where you would like the file to be saved. This can be on your H:\ drive if in College, or in your My Documents folder at home. You can also change the name of the file if you wish. When you have finished, select **Save** to save the file.



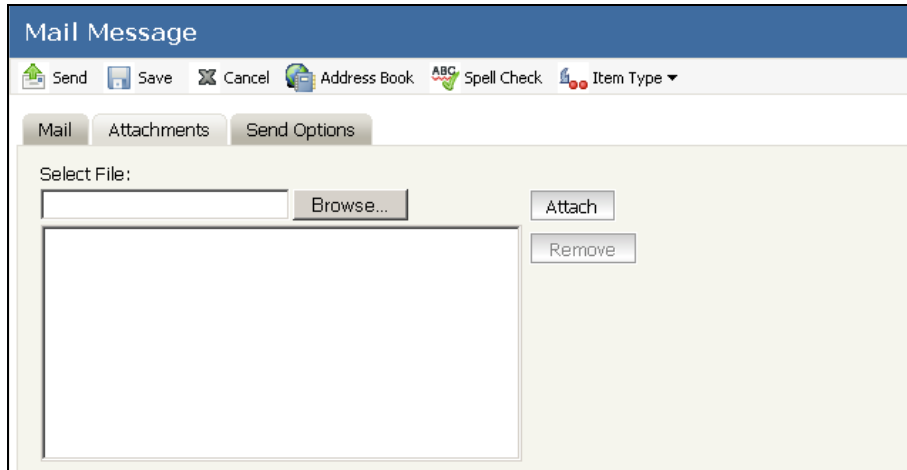
When the attached file has been saved to the required location, the following screen will be displayed. Select the **Close** option to return to your email.



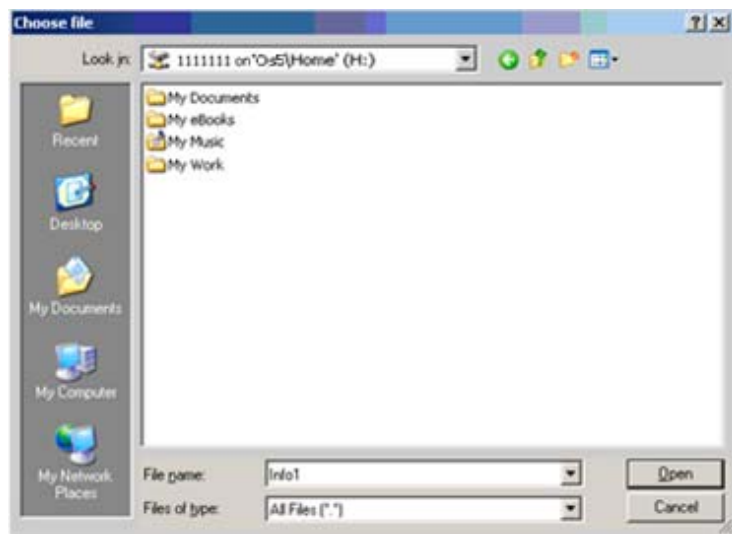
# Student Email Accounts

## Sending Attachments

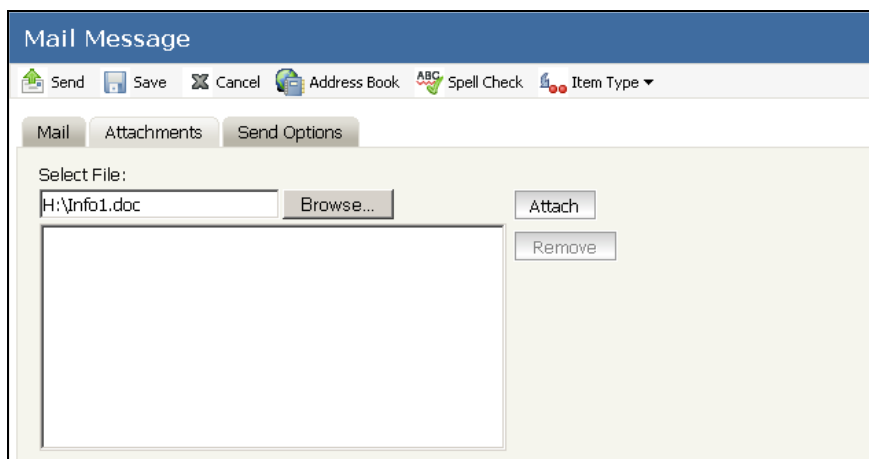
As well as receiving attachments, you can also send them. To attach a file to an email, prepare a new email message in the usual way and then select the **Attachments** tab above the senders name to access the screen below.



Click on **Browse** button and then locate the file you wish to attach to your email. This could be on your H:\ drive if in College, or in your My Documents folder when at home. Once you have selected the file to be attached, click on **Open**.

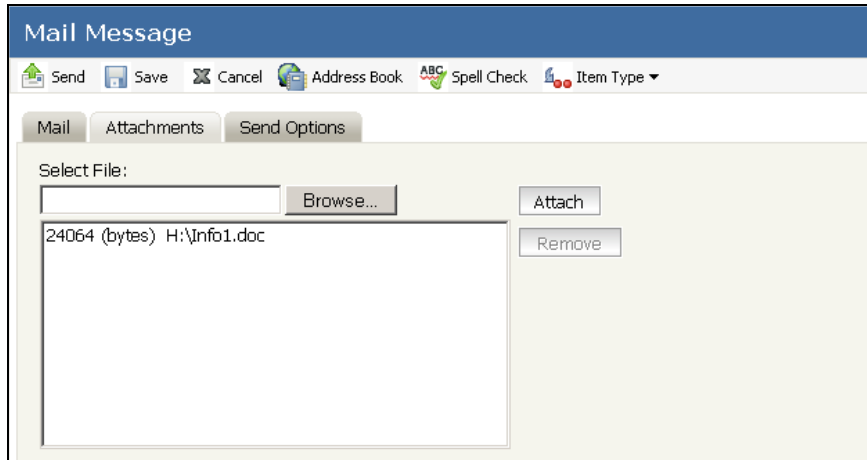


Now select **Attach** to attach the file to your email message.

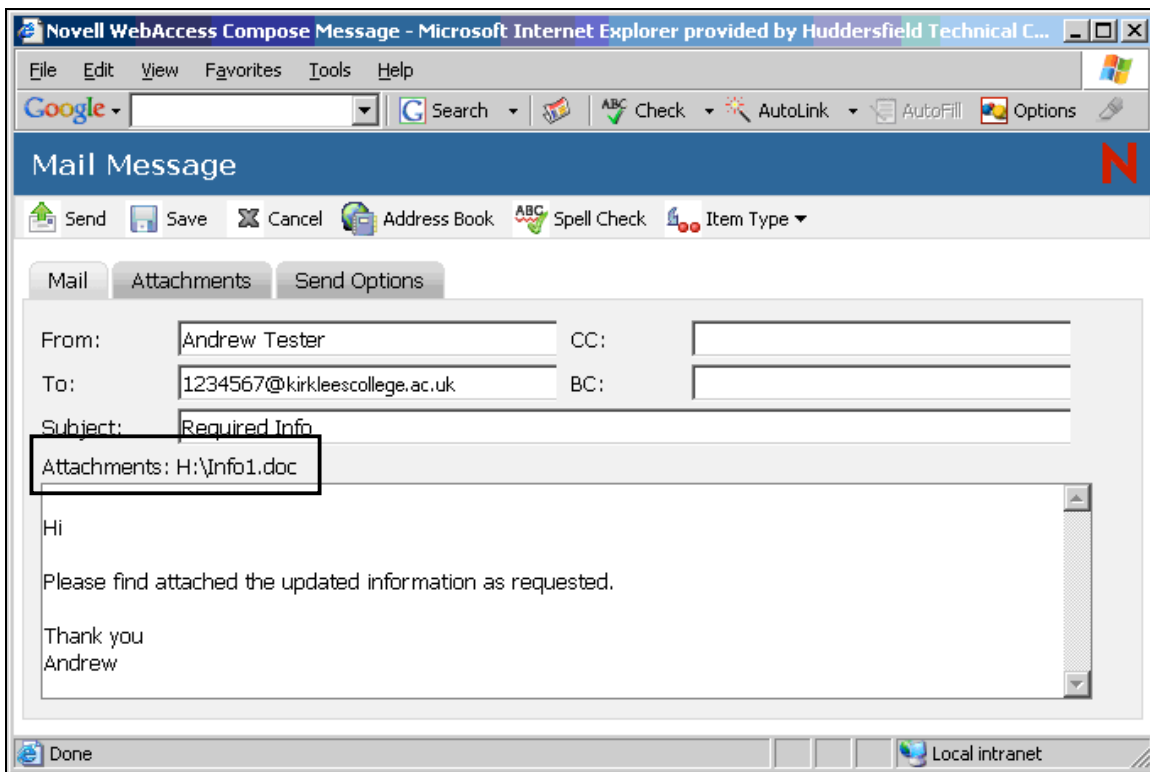


# Student Email Accounts

Finally click on the **Mail** tab to return to your mail message.



You can check that the file has been attached, and that it is the correct file name, by looking at the attachments information displayed above the main message window as shown below.



Once you are happy that the message and attachment/s are correct, you can select **Send** in the usual manner to send the email.