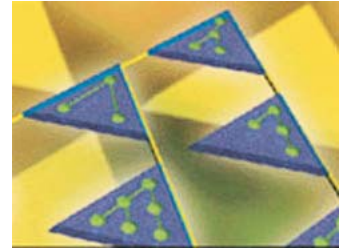


Active Directory: A guide to activating and using your AD account effectively in the classroom.

Your ITG supported General Purpose Classroom computer is secured with an Active Directory username and password. To use the classroom computers for instruction, you must logon to the “UNL-AD” domain. In addition to the added security benefit, your AD account also gives you access to your own folder on our “GPC” File Server. Once you’ve mapped the drive in your office, you can begin transferring files to your folder. Follow the instructions below to get everything you need.



UNL Policies

In a recent Security Update from Information Services, Associate Vice Chancellor Kent Hendrickson states that “**Strong Passwords**” is one of six IS Security Initiatives (released 5/15/2006). Effective August 14th, 2006, your Active Directory passwords will need to adhere to the following criteria.

1. At least 8 characters
2. At least 3 of the 4 character classes (number, lowercase, uppercase & non alphanumeric)
3. Password must be changed once a year
4. Once a password is changed, it cannot be changed again for three days

Activate your AD account

Go to this web address:
<http://adactivation.unl.edu>

You will need to enter your “short name” (jdoe2, for example) and your UNL ID found on your NCard (small 8 digit # just above the bar code).

Access the File Server (Mac)

1. Make the Finder the active window. From the Go menu, click “Connect to Server...”
2. In the Server Address field, type the address of the server: `smb://gpc.unl.edu/staff`. Click “Connect”
3. A new window labeled “SMB/CIFS File System Authentication” will appear. In the “Workgroup or Domain” field type: UNL-AD
4. In the “Name” field type: [Active Directory Username]. In the “Password” field type: [Active Directory Password]
5. Enable the “Remember this password in my keychain” button. Click “OK”.

To make the File Server available each time you login, complete the following.

1. With GPC mounted, open System Preferences from the Applications folder. Under System, click “Accounts”
2. You may be required to type in the administrator password. Highlight your account and click the “Login Items” tab
3. Click the “+” button in the Login Items pane. In the window that appears, navigate to the mounted GPC volume and click “Add”
4. Quit System Preferences. Next time you login, GPC will be available.