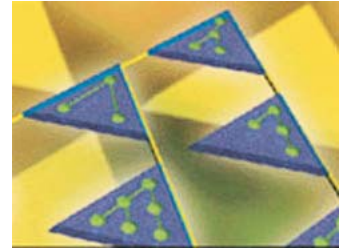


Active Directory: A guide to activating and using your AD account effectively in the classroom.

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 (Windows)

1. Go to "My Computer" and select "Tools" at the very top of the window.
2. Under "Tools" select "Map Network Drive..." The "Map Network Drive" window will appear.
3. Find the box labeled "Drive:" and assign the letter "K:" from the pull down menu!
4. Find the box labeled "Folder:" and type: `\\gpclstaff\AD-USERNAME` Your AD-USERNAME is your AD short name. Jane Doe's username, for example, might be "jdoe2". In this case she would type: `\\gpclstaff\jdoe2`.
5. Click Finish or OK. You will be prompted for your username and password. Type your user name like this: `AD-USERNAME@unl.edu`. Jane, for example, would type: `jdoe2@unl.edu`. Your password will be whatever you entered when you activated your account!
6. Be sure to check the box "reconnect at logon" and click "OK" or strike "Enter"

Note: If you are using a Firewall program, Zone Alarm for example, you may need to "unblock" or "allow" our server to communicate with your computer. Look for : `gpc.unl.edu` in your list of blocked traffic.