**Welcome to Five Star!**

To help get you started, here are a few common resources and practices:

Username:   **firstname.lastname**

Temporary Password:   **Fivestar123**

1. Your password will expire every 90 days and you will be reminded when you login to your machine every day from 12 days leading up to expiration.  You can change your password at any time by pressing control+alt+delete and choosing change password.  You will be asked for your old password then your new one twice.  Remember, your password must meet complexity and cannot be similar to your previous one.  An example would be to use a word with a capital letter followed by a number and a symbol (like \*) It must be at least 8 characters in length.
2. You have been given printers in your immediate area that are labeled by location.  You can find them listed in start->devices and printers.
3. You have shortcut on your desktop that is your login name.  This location is where you should store all of your files to keep them protected and backed up in case of corruption or accidental deletion.  This location gets backed up twice a day at 7am and 12pm and we can restore any file back by revision history.  Storing files on your PC is not recommended as we do not actively back those up and a hardware failure will also mean losing all of those local files.
4. Microsoft Outlook has been pre-configured for your email account.  Other office applications can be accessed from the start menu->all programs group.
5. Job related applications have been pre-installed on your computer.  Please speak to your direct supervisor about any special requests as any customizations require management approvals.  This includes access to network resources.
6. You can contact us at any time if you have any questions or concerns at [IT@fivestarelectric.net](mailto:IT@fivestarelectric.net) or extension 8800 from your desk phone.  If there is anything we can do to help smooth over your transition into your new position, please don’t hesitate!

**The Main Office Print server can be opened from the link below:**

\\fse-wds01\

Open the link above, double click each printer and install driver when prompted.  These printers will then be added to your devices and printers list.

The Main Office file server is:

[\\fse-data\](file:///\\fse-data\)

Open the link above to find all electronic resources while working at the Ozone Park main office.

**File Servers in Detail:**

We also have local file servers at every Five Star Remote Office. If you are reporting to one of these offices, here’s quick link you can use at each site.

2 Rector:

[\\fsrs-server](file:///\\fsrs-server)

[\\rectorbackup](file:///\\rectorbackup)

350 West 31 Street:

[\\hudson-data](file:///\\hudson-data)

60 Broad Street:

[\\fssf-server](file:///\\fssf-server)

29-76 Northern BLVD.:

[\\fses-server](file:///\\fses-server)

143-60 Archer Avenue:

[\\aa-server](file:///\\aa-server)

37-50 Railroad Avenue:

[\\ta-server2](file:///\\ta-server2)

**Drive Letters:**

We also set up drive letters. Depending on what your job title is and where you’re main location is, you’ll have one or some of the following mapped on your PC:

**T– Accudata** (FSE-Data)

**Z – CAD** (FSE-Data)

**Y – CAD** (Local Server)

**X – CAD** (Local Server CNP)

**W – Accounting** (FSE-Data)

**T– Accudata** (FSE-Data)

**S – Scans Directory** (Local Server)

**P – Project Folder** (FSE-Data)

**O – Project Folder** (Local Server)

**M - Staff Files Folder** (FSE-Data)

**Useful Links:**

Citrix Apps: Working in the office or from home:

<https://appstore.tutorperini.com>

An alternative to accessing email in the office or from home:

<https://owa.tutorperini.com>

**Folder Access Requests:**

If you need access job folders you were assigned after you were hired, please send an email to your immediate supervisor, manager or superintendent to approve and process the request to I.T. Once approved I.T. will contact you when access has been granted.

**Equipment/Software Requests:**

Please send an email to your immediate supervisor, manager or superintendent to approve and process any additional equipment/software that you were not initially issued. They will need to forward your request, with their approval, to I.T.

I.T. cannot issue any new access privileges or equipment without your superior’s explicit approval in writing. So please do not call us and ask, there are no exceptions.