

# Information Solutions Setup

From: Samir Patel                      To: New Employees                      CC:

Re: Email, laptop, software, The Hub, & Security

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## **Email**

You should have received information to your personal (or secondary) email address giving your password and how to login.

**Contact Sequence IS (email: [isticket@sequenceqcs.com](mailto:isticket@sequenceqcs.com)) for all issues.**

## **Company Asset**

Your laptop has been setup and configured for you. To login use the following credentials:

**Domain: Sequenceqcs.local**  
**User name: First Initial Last Name (Ex. mputnam)**  
**Password: Welcome2016**

**Local (non-domain):**  
**User name: Computer name\* \ Consultant**  
**Password: Welcome2016**

\*Note: Computer name can found by clicking the “How Do I Logon to another Domain” at the Other User login window. This account can be used if domain account locks out etc.

**Please login and ensure BOTH passwords are changed.**

It is recommended that you change your password. Your new password should meet the minimum requirements for our network:

- Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
- Be at least seven characters in length
- Contain characters from three of the following four categories:
  - o English uppercase characters (A through Z)
  - o English lowercase characters (a through z)
  - o Base 10 digits (0 through 9)
  - o Non-alphabetic characters (for example, !, \$, #, %)
  - o Complexity requirements are enforced when passwords are changed or created.

Domain passwords are required to be changed every 180 days.

You are also a “local administrator” to your laptop which gives you the privilege of being able to install applications. If you have any issues attempting to install software please contact Sequence IS by sending email to [isticket@sequenceqcs.com](mailto:isticket@sequenceqcs.com).

### Mapped drives

- Sandbox (S:\)  
This is a shared drive in which you can transfer files to coworkers etc. Everyone on the domain has access to this drive and can create and/or delete.
- User (U:\)  
This is your private drive and any data you wish to store here needs to be placed in the folder with your name (e.g. U:\mputnam). No one but you (and administrators) have access to this drive.

You may have additional mapped drives depending on your security level. Please inquire with IS if you have any questions regarding your mapped drives and access.

### Installed Applications

- Symantec Cloud Endpoint Protection
- Microsoft Office – see below for more information

### Printers

Go to Start → Type Add Printer → Select Network Printer . Select the printer closest to you.

#### 2500 Office

- Bizhub West  
Located next to the warehouse doors
- HP

#### 2100 Office

- Bizhub (Installed and set as default)  
IP 10.1.1.212
- HP  
IP 10.1.1.211

### Microsoft Office

You have been granted a Microsoft Office License, Office Pro Plus, which has already been downloaded and installed for you. Your login will be your sequence email address (if needed). Please contact [isticket@sequenceqcs.com](mailto:isticket@sequenceqcs.com) for password issues.

### The HUB

The HUB is our employee website which contains company information and updates. You can access it at <http://www.sequenceqcs.com>; click "Login" at the upper right hand side of the page or go to [www.sequenceqxp.com](http://www.sequenceqxp.com).


Your credentials to log into the HUB are:

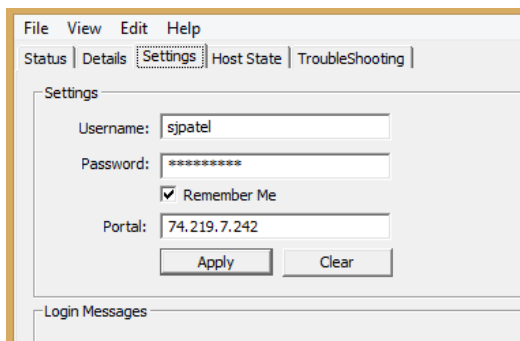
**Username: Sequence email address**

**Password: Welcome2016**

## **VPN**

VPN is utilized to access the Sequence network (network folders) from off site location. VPN can ONLY be enabled when away from the Sequence office network. To enable VPN and connect to the Sequence

network, look for the Globe icon  in your system tray (bottom right). Right click and select OPEN. Click the Settings tab and ensure the following is set. Your sequence domain username (ex. mputnam), your Sequence domain password, and portal **74.219.7.242** (Click apply). These settings will remain intact for your next login, but will need password updates when your network password changes.



The screenshot shows a software window titled 'File View Edit Help'. Below the title bar is a tabbed interface with 'Status', 'Details', 'Settings', 'Host State', and 'TroubleShooting'. The 'Settings' tab is active. Under the 'Settings' heading, there are four input fields: 'Username:' with the text 'sjpatel', 'Password:' with masked characters '\*\*\*\*\*', a checked checkbox labeled 'Remember Me', and 'Portal:' with the text '74.219.7.242'. Below these fields are two buttons: 'Apply' and 'Clear'. At the bottom of the window, there is a section labeled 'Login Messages'.

## **Building Access & Security**

Your access card will grant you access to the Sequence Inc., main offices in Morrisville. If seated in 2500, please see your manager for the security code and instructions on how to arm and disarm the building security.