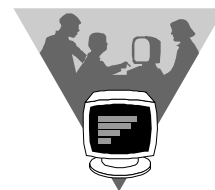




# University of Edinburgh



## Library Systems Department

*New User / Change Password  
on Lib-srv5*

Document Status	<i>Current</i>
Document Type	<i>Systems Training</i>
Document Filename	<i>train0023.doc</i>
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Latest Revision Date	<i>02/02/00</i>
Author	<i>S. Mckenzie</i>
Tested by	<i>L. McDonald</i>

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# **1 Document Control**

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## **1.1 Amendment History**

<b>Version</b>	<b>Date</b>	<b>Description</b>	<b>Initials</b>
1.0	02/02/00	Current and Initial Version (awaiting testing)	SM

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## **1.2 Filename Path**

Document can be found at the following path:

\\lib-srv4\apps\systems\training\train0023.doc

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## **2      Introduction**

This is a walk through of how to create a new user or change an existing password on Lib-srv5 (CD rom network).

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### **3      Pre-Requisites**

Administrator level access to Lib-srv5

User name ( preferably the same as Lib-srv4)

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## **4 Step by Step Instructions**

- 1.** Log into Lib-srv5 as administrator. (Right hand workstation)
- 2.** Go to the Start button > Programs > Admin. Tools > User Manager for Domains.
- 3.** Check that the user does not already exist on the server by scrolling down the list.
- 4.** If the user name already exists double click the name and overtype the password boxes with the new password. Then click OK and exit the programme.
- 5.** To create a new user click USER on the menu bar then NEW USER.
- 6.** Enter User Name.
- 7.** Enter Full Name.
- 8.** Description is optional.
- 9.** Enter Password and confirm.
- 10.** Tick the boxes corresponding to User cannot change password and Password never expires.
- 11.** Click Groups
- 12.** Add Libstaff and Users from the list on the right.
- 13.** Click OK then OK again and exit from the programme if you are finished or go back to step 3 if you have another user to add.
- 14.** Lock the workstation before leaving using Ctrl, Alt, Delete.

\*\*\*\*\* LAST PAGE \*\*\*\*\*

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