

Workstation User Policy

I. The new high-end workstation facility

As part of commissioning new high-end workstation facility, all the workstations (GWS1 to GWS32) are made part of the GWS domain. This method of centralized authentication along with the profile redirection will result in a better utilization of computing resources of workstations. All the users will now be provided with domain accounts facilitating centralized authentication, which allows the same account to be used for authentication on any of the workstations.

II. Procedure for logging-into workstations through domain account

Users have to provide domain login credentials domain user name and password when the signin screen appears from the workstations and user will now be logged onto the Domain (the domain name is “GWS”).

On successful login into the workstation for the first time, users have to change the password shared by Computer Division by pressing Ctrl+Alt+Del and choose “Change Password”.

III. Workstation user policy

- 1. Login policy:** Out of the 32 workstations, RDTG users can log in to sixteen dedicated workstations (GWS1-GWS4 and GWS21-GWS32). The other sixteen workstations (GWS5-GWS20) are available for login to all domain users, including RDTG users.
- 2. Additional storage:** Each domain user is provided with 1 TB storage space as personal drive (Z drive) from centralized storage. Whenever a domain user logs on to their allotted workstations, this personal drive will be shown in their file explorer. The content of the personal drive will be available wherever the user logs on.
- 3. Scratch storage:** On all workstations D drive is considered as scratch storage. It will be periodically cleared. Backup will not be taken for this storage area.
- 4. Profile redirection:** Profile redirection involves moving profile-related folders like My Documents, Downloads, Desktop, Favorites, Pictures, etc., to a shared storage location by default. This policy is set for common user accounts but not for RDTG users. As a result, RDTG users need to manually copy files to their personal drive if they intend to access them from different workstations.
- 5. Backup policy:** The regular backup is carried out only to the personal drive (Z drive). The content of local hard disks attached to the workstations are not getting backed up. All users are warned hereby that potential data loss may occur due to local hard disk failure attached to any of the workstations. Hence, users are advised to store their important files in Z drive, where the backup policy is in effect.