Information and Digital Technologies
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ROHAN/MORIA Accounting Procedures

Login to ROHAN via ssh using your ROHAN username and password. When you are logged into ROHAN, the rohan% prompt will be displayed. Switch to the rootadm account to enter the accounting program with the **su** command:

rohan% **su rootadm**
Password: (enter current password)

After logging onto the system, the accounting program automatically starts up with a **function?** prompt. Typing ***help*** at this point will list available commands and give a brief description of each.

MORIA - All functions in these procedures with the exception of the commands listed below are accessed exactly the same on MORIA. Exceptions: chsh user, chuser.

The ROHAN Account Coordinator and the ROHAN System Administrator both add accounts on MORIA. Requests can come via a form, or email. If a student needs a MORIA account, the System Administrator duplicates the individual's ROHAN account onto MORIA. The ROHAN Account Coordinator adds requests for faculty, departments, student organizations and class accounts.

Adding a new account (command "add")

At the **function?** prompt; enter ***e*** -- this will erase any previous memos
The program returns with a **really?** message; type ***y***
The **function?** prompt returns; enter ***add*** **or** ***a***
The program returns with **account type? (c)**; press RETURN if a class account or type ***r*** if a named account
Next, enter the responses from the appropriate column - (r) for named accounts and (c) for class accounts.

Prompts	**(r) named account responses**	**(c) class account responses**
Account owner?	Lastname first initial	Lastname first initial
Account name?	Requested username	N/A
Account Group Name?	enter: **research**	N/A

Department Code?	enter a 2 digit alpha code -- if not known, type XX and the available codes will be displayed	enter a 2 digit alpha code -- if not known, type XX and the available codes will be displayed
Department Abbreviation?	Department Name (max. 10 characters)	Department Name (max. 10 characters)
Account Quota in Kybtes?	Return for default of 100 MB or enter amount	Return for default of 50 MB or enter amount
Sponsor's phone?	campus phone #	campus phone #
Expiration date (YYYYMMDD)	Enter expiration date requested for student sponsored accounts or 20200615 for faculty account. *Note*: 20200615 was arbitrarily chosen. A faculty account is active until person leaves SDSU.	Fall: 20091230 Winter: 20090130 Spring: 20090530 Summer: 20090830
Account Group Name <class>?	research	Return or enter faculty username, if class supervisor privileges requested
Course Schedule Number?	N/A	Course schedule # if shown on form - if not, enter 22222 -- Do not enter alpha abbreviation
Course Number?	N/A	Course number if shown on form - if not, enter 222
Course Section <00-99>?	N/A	Course Section # if shown on form - if not, enter 22
How many accounts <1>?	RETURN	# of accounts requested

4 digit number to start at <0000>?	N/A	Return - program assigns numbers

The program returns with the new account information and then displays **account type? (c)**; enter ***q*** to quit this portion of the program

If user has requested the account information via email (faculty, staff, or class accounts only), do the following:*

At the **function?** prompt; enter ***v***

The account information will be displayed in memo format. Copy and paste this memo into an email to the user.

If user has requested the account information via mail or pick, cut and paste the memo from the V command into a word document and send in the campus mail or take to SCC as requested.

At the **function?** prompt; enter another function or ***bye***

bye will return to the system prompt rohan%. Enter **exit** to automatically exit the system and close the telnet session.

Verifying or looking up a Red ID number (command "RedID")

To verify or lookup a students Red ID number, at the **function?** prompt; enter **RedID LASTNAME** or **RedID 999999999** (where **LASTNAME** or **999999999** are replaced with the real stuff for the student and LASTNAME must be in all caps).

This should return with the student's name and RedID if they are enrolled. If not enrolled or you've entered the information in the wrong format, the **function?** prompt reappears.

Enter **bye** and the function prompt.

Verifying username/RedID before changing a password (command "user")

If the user comes in person, first verify the Red ID number by physically checking the Student ID Card. When a user requires a password to be reset, verify that the Red ID number and the username go together. To verify, at the **function?** prompt; enter **user username** [where **username** (must be lowercase) is replaced with the real username for the user]. This ensures that the user has given the correct username.

- If the username does not exist, enter **user 999999999** (where **999999999** are replaced with the real Red ID for the user). The correct username will then be displayed on the screen.
- If the username is incorrect, change the password for the correct username and notify the user with the correct username/password.
- If this user does not have an account, notify the user and provide them with procedures for adding an account.

You will be returned to the **function?** prompt. Enter another function or ***bye***

to return to the system prompt rohan%.

bye will return to the system prompt rohan%.

Enter **exit** to automatically exit the system and close the session.

Changing an existing password (command "pass")

*NOTE: It is no longer necessary to ever change a student account password. Students should login in to the webportal and select **Get a ROHAN/Email account**. The Create your free SDSU e-mail account page will be displayed. Click the **Continue** button at the bottom of the page.*

*Their E-Mail address and username will be displayed, followed by the link **Click here to change your Rohan account password**. Students should click the link to change their password.*

To change a password, at the **function?** prompt; enter ***pass*** (If you receive a message which says "password file busy", try again in a few minutes. If still locked, follow procedure below regarding locked password file.)

The program returns with **change password for what username?**; enter username

Then **new password**; enter new password

Then **new password (again)**; re-enter new password

If the new password is accepted, the program continues. Otherwise, a message will appear. If the program comes back with password won't work, assign a password that will work and call to inform the user. To exit the password function without changing a password, enter a carriage return at one of the prompts.

At the **function?** prompt; enter another function or ***bye***

bye will return to the system prompt rohan%.

Enter **exit** to automatically exit the system and close the telnet session.

If Password File is Locked

Sometimes when attempting to change a password on ROHAN, a message will appear which says "*Password File Busy*". To find out who has the file locked, enter the following commands to check the two password files:

```
rohan% fuser /etc/.ptmp.lock
/etc/.ptmp.lock:

rohan% fuser /etc/.pwd.lock
/etc/.pwd.lock:
rohan%
```

If message comes back with a number, then someone has it locked. To see who has it locked, enter the following:

rohan% ps -fp XXX (where XXX is the number which comes back on the message).

```
UID   PID  PPID  C    STIME TTY      TIME CMD
  root   183     1  0   Aug 23 ?       2:07 /usr/sbin/syslogd
```

If it is Ron Nash, ask him to unlock the file. If it is a user, wait a few minutes and try to change the password again.

Changing an allocation (command "quota" or "quota user")

If the allocation request is for over 200 MB for a student and 1 GB for faculty/staff, get approval from Ron Nash.

To change the quota, at the **function?** prompt; enter ***quota***.
The program returns with:

Quotas: 20, 40, 50, 75, 100, 150, 200, 300, 400, 500, 1000
New disk quota? Choose one.

The program returns with **change quota for which username(s)?**; enter the appropriate username

At the **function?** prompt; enter another function or ***bye***

bye will return to the system prompt rohan%.

Enter **exit** to automatically exit the system and close the telnet session.

NOTE: Standard allocations when accounts are added are as follows:

student accounts 50 MB
faculty accounts 100 MB
class accounts 50 MB

To show a user disk quota, from the **function?** prompt: enter ***quota username*** (i.e., quota masc1815). You will get the following information.

Disk quotas for masc1815 (uid 13752):

Filesystem	usage	quota	limit	timeleft	files	quota	limit	timeleft
/var/mail	9	20000	21000		1	0	0	
/var/tmp	0	40000	41000		0	500	600	
/home	81	50000	51000		28	2000	2200	
/tmp	0	50000	60000		0	5000	6000	

You will be returned to the **function?** prompt. Enter another function or ***bye***

to return to the system prompt rohan%.

Enter **exit** to automatically exit the system and close the session.

Deleting an existing account

At the **function?** prompt; enter ***del*** or ***d***

The program returns with **delete accounts or print notices (d/p)?**;

enter a ***d***

Then **delete users with which expiration date (YYYYMMDD) or username?**; enter the username for individual accounts or the appropriate expiration date

At the **function?** prompt; enter another function or ***bye***

bye will return to the system prompt rohan%. Enter **exit** to automatically exit the system and close the session.

Viewing account memos (command "view")

Frequently a faculty or staff member will want their account memo emailed to them. Use the **view** command to view the memo and cut and paste it into an email message. This must be done before the memo's are erased (the "e" command). Once memo's are erased, the memo can no longer be viewed.

At the **function?** prompt; enter ***view***

Any account memo's which have not been erased will then be listed on the screen and you will be returned to the **function?** prompt.

At the **function?** prompt; enter another function or ***bye***

bye will return to the system prompt rohan%. Enter **exit** to automatically exit the system and close the session.

Changing an existing username (command "chuser")

At the **function?** prompt; enter:

chuser oldusername newusername

OR

chuser oldusername newusername newsponsorname (if a new sponsor name is desired)

At the **function?** prompt; enter another function or ***bye***

bye will return to the system prompt rohan%.

Enter **exit** to automatically exit the system and close the telnet session.

Creating a report for existing accounts

At the **function?** prompt; enter ***l***

The screen displays:

Creating User Account Report

Print Report on the printer <n>? always enter ***y*** and press RETURN.

n will list all usernames on your screen.

At the **function?** prompt; enter another function or ***bye***

bye will return to the system prompt rohan%.

Enter **exit** to automatically exit the system and close the telnet session.

Report will print on the ACT4SIMX printer in LE-453.

Listing ROHAN uptime and number of users (command "uptime")

To find out how long ROHAN has been up, the number of users currently using ROHAN and the load average, from the **function?** prompt, enter ***uptime***. Your response will be similar to the following:

> 11:02am up 1 day(s), 3:44, 108 users, load average: 6.33, 4.96, 5.52

You will be returned to the **function?** prompt. Enter another function or ***bye***

to return to the system prompt rohan%.

Enter **exit** to automatically exit the system and close the telnet session.

Zapping a user's processes (command "zap user").

Occasionally you will get a user who has too many processes going and can not get rid of them. You will be asked to kill their processes. From the **function?** prompt, enter ***zap username***. Upon entering the command the users processes will be killed and they will be logged out of their account. An example of the response you will get is as follows:

> Zapping neer:
>
> UID PID PPID C STIME TTY TIME CMD
>
> neer 7307 7305 0 09:08:31 pts/46 0:00 -csh
>
> neer 29360 29345 0 10:05:16 pts/15 0:00 -csh
>
> Command terminated on signal 9.

You will be returned to the **function?** prompt. Enter another function or ***bye***

to return to the system prompt rohan%.

Enter **exit** to automatically exit the system and close the telnet session.

Logging out (command "bye")

To log out, from the **function?** prompt, enter ***bye***.

Enter **exit** to automatically exit the system and close the telnet session.