


Logging Into Another Container Within The DCCCD (Changing Context)

Since all schools are considered to be “containers” within the District, we do not create duplicate accounts for those working at more than one campus. If you are among the faculty and staff who have positions at other DCCCD schools, and thus user accounts at those “home campuses”, it will be necessary for you to access your account by changing the context information in the Novell Login window. (Note: if you are unsure about how to determine which school your “home campus” is, consult with your supervisor or HR.)

When you sit down at a Richland campus computer, you will likely see a screen that looks like this:



Novell Login

Novell Client™ for Windows*

Username:

Password:

eDirectory Script Dial-up

Tree: DCCCD Trees

Context: rlc.adm.dcccd Contexts

Server: RLC1 Servers

RSA SECURED

OK Cancel Advanced <<

There may be a Username already filled in if someone else normally uses the computer. In the lower portion of the screen, the **Tree**, **Context**, and **Server** will likely default to the values shown in the illustration.

In order to access your account at your home campus, you will need to change these default values. Enter your Username and Password in the upper portion of the Login window (1). Please check with the IT department at your home campus to find out what values you should enter for **Tree**, **Context**, and **Server**. Once you have this information, change the values for those fields in the lower portion of the Login window (2).

The screenshot shows the Novell Login window. The title bar reads "Novell Login". The main window title is "Novell Client™ for Windows*". There are two input fields: "Username:" and "Password:". Below these are three tabs: "eDirectory", "Script", and "Dial-up". The "eDirectory" tab is selected and contains three dropdown menus: "Tree:" (set to "DCCCD"), "Context:" (set to "rlc.adm.dcccd"), and "Server:" (set to "RLC1"). Each dropdown menu has a corresponding button: "Trees", "Contexts", and "Servers". At the bottom of the window are three buttons: "OK", "Cancel", and "Advanced <<".

Once all information has been filled in, click **OK** or hit the *Enter* key to login.

Please note that it will likely be necessary to enter this context information every time if this is a shared computer, since a Richlander's home account will require him/her to change it back to the default RLC context.