



## A Guide to the Tufts Network Fletcher School

### What the Tufts Network has to Offer

The Tufts network allows you access to your personal and shared departmental files while on and off campus. In addition to print and application services the Tufts network also provides you access to the Tufts Services menu which contains links to install common software and shortcuts to financial services. When you log on to a computer on the Tufts network, for example the computer in your office, three important network drives will be automatically mapped to **My Computer**.

#### **The P: Drive**

The P: drive is a personal network space for you to store data that you do not need to share within the department. You can access your P drive by logging on to any computer on the Tufts network.

#### **The Q: Drive**

The Q: drive is a shared network space that is accessible by all members of your department. The Q: drive can be used to store and transfer information between members of your department.

#### **The X: Drive**



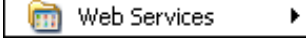
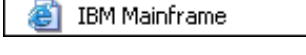

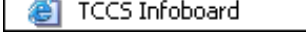
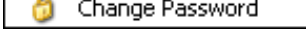
The X: drive stores network utilities and common software used by your computer. You will not need to access information on this drive.



## Using the Tufts Services Menu

### What is the Tufts Services menu?

When you log on to a computer that is on the Tufts network account, the Tufts Services menu will automatically be available with common software, services, and information.

The Tufts Services menu contains ...	With ...
 Applications Setup ▶	Links to install common software such as Adobe Acrobat, Tufts Mozilla client(s), and Tufts Secure CRT client.
 LAN Services ▶	File and print, web, calendar, and administrative applications such as PeopleSoft and financial data.
 Web Services ▶	Links to access helpful web services such as email, email tools, and email directory information.
 IBM Mainframe	A link to Host On Demand, which provides access to the SISWEB mainframe back-end, remote host print services, and processes that allow business data to be shared among applications, such as Outbound.
 PeopleSoft	A Link to Financial Services.
 TCCS Infoboard	A link to the TCCS Infoboard with up-to-date information for LAN and E-mail services.
 Change Password	A link to change your Tufts Domain password.

### Accessing the Tufts Services Menu

The steps to access the Tufts Services menu are unique to your computer's operating system. Below are instructions for accessing the Tufts Services menu with Windows 2000 and Windows XP.

#### *Accessing the Tufts Services menu with Windows XP*

- From the **Start** menu select the **All Programs** submenu.
- From the **All Programs** submenu select **Tufts Services**.

### *Accessing the Tufts Services menu with Windows 2000*

- From the **Start** menu select **Tufts Services**

### Logging on to the Tufts Network with VPN

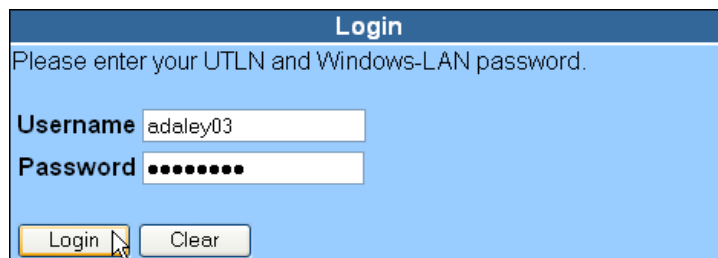
While traveling on business or working at home you may need to access your P: or Q: drive or another Tufts network resource. WebVPN and Tufts Virtual Private Network (VPN) Client are two options that allow you to log on remotely to the Tufts network from off campus. WebVPN allows you to access your P: and Q: drives using the internet on any computer. Tufts VPN Client allows you access to your P: and Q: drives, file services, applications, and/or other websites restricted to the Tufts network. Tufts VPN Client can only be used on a computer that has been registered to the Tufts network and has the Tufts VPN Client software installed on it. For questions regarding the two VPN options or to have Tufts VPN Client installed on your computer, please contact your FSP.

### Logging on to the Tufts Network with WebVPN

If you only need to access files saved to your P: and Q: drives, you can log on to WebVPN.

#### **Logging on to WebVPN:**

- Open up an internet browser.
- Visit <https://webvpn.tufts.edu>.
- In the box labeled **User name**, type your Tufts network username (for example, adaley03).
- In the box labeled **Password**, type your Tufts network password.
- Click on the button labeled **Login**.



**Login**

Please enter your UTLN and Windows-LAN password.

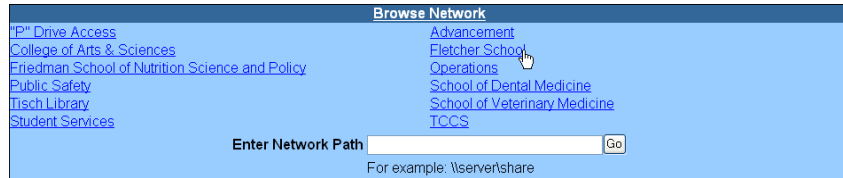
**Username**

**Password**

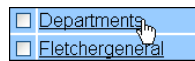


*Accessing your Q: Drive:*

- From the **Tufts University WebVPN Services** page click on the link labeled **Fletcher School**.



- From the list of departments click on the link labeled with the name of your department's share (for example, Departments).



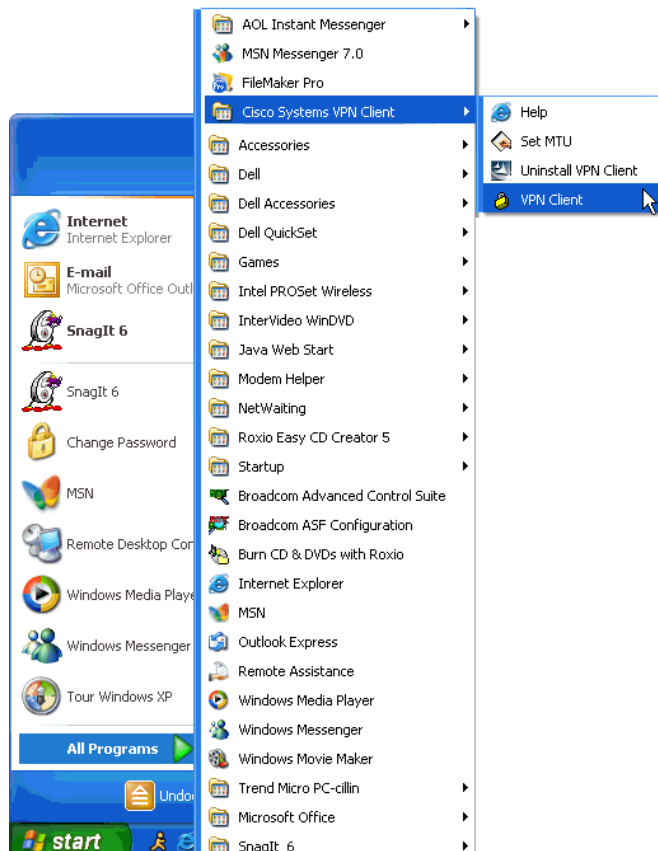
- You can now access the files saved to your departmental Q: drive.

## Logging on to the Tufts Network with Tufts VPN Client

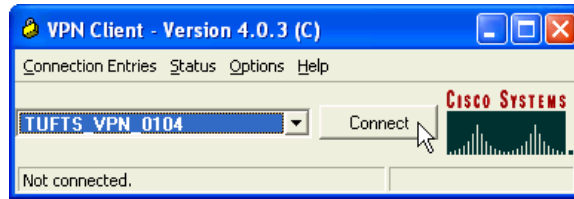
If you wish to access your P: and Q: drives, file services, applications, and/or other websites restricted to the Tufts network, you can log on to Tufts VPN Client.

### Logging on to Tufts VPN Client:

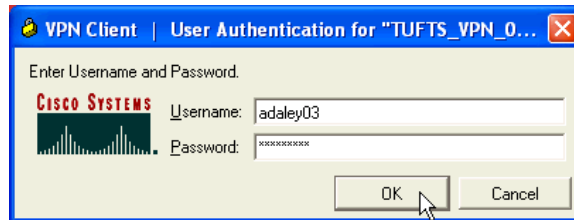
- From the **Start** menu select the **All Programs** submenu.
- From the **All Programs** submenu select **Cisco Systems VPN Client**.
- From the **Cisco Systems VPN Client** menu, select **VPN Client**.



- Click on the button labeled **Connect**.



- The **User Authentication** window will appear.
- In the box labeled **User name**, type your Tufts network username (for example, adaley03).
- In the box labeled **Password**, type your Tufts network password.
- Click on the button labeled **Ok**.



***Tip:** Remember that your Tufts network password is different from your email password.*

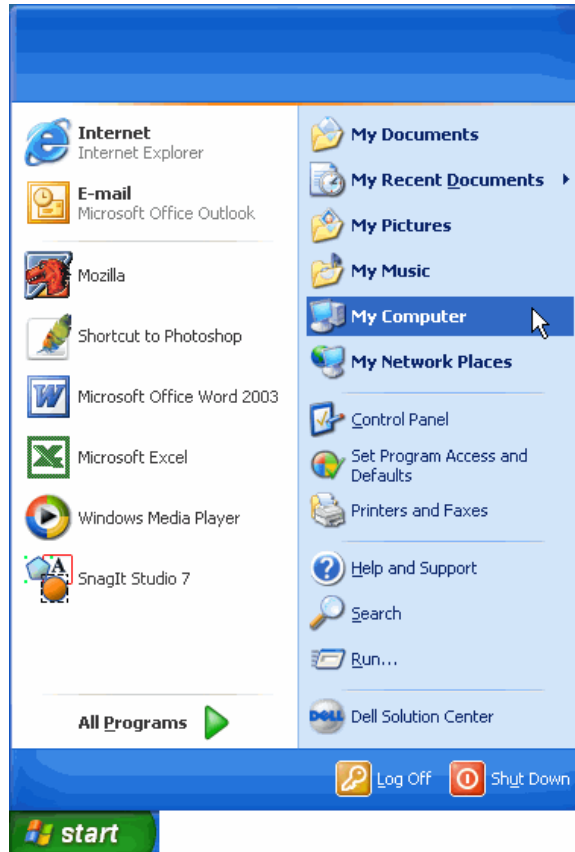
- If this is the first time you have logged on to the Tufts VPN Client you must map the P: and Q: drives.
  - Please see the section labeled **Mapping the P: and Q: Drives** on page 9 of this guide.
- If you have logged on to the Tufts VPN Client before, you must reconnect to the P: and Q: drives.
  - Please see the section labeled **Reconnecting to the P: and Q: Drives** on page 14 of this guide.

## Mapping the P: and Q: Drives

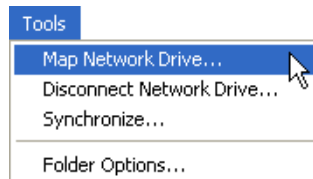
The first time that you log on to the Tufts network with the Tufts VPN Client, you must map the P and Q drives.

*Mapping the P: Drive:*

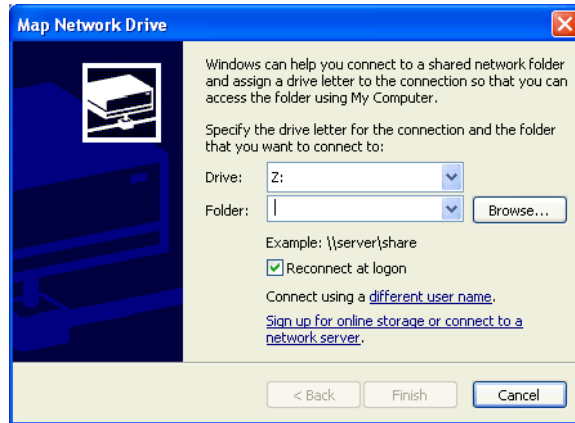
- From the **Start** menu select **My Computer**.



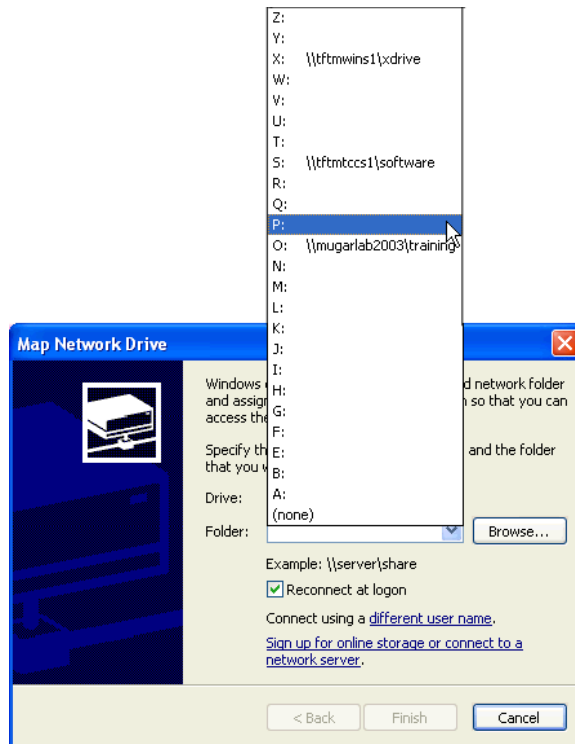
- The **My Computer** window will appear.
- From the **Tools** menu select **Map Network Drive**



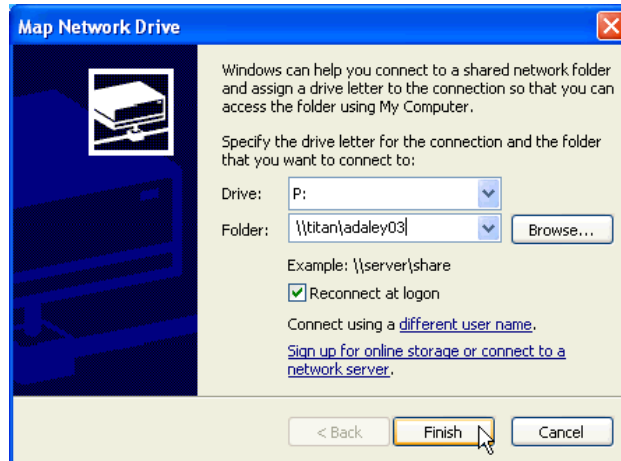
- The **Map Network Drive** Window will appear.



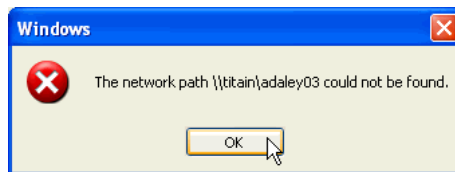
- Click on the down facing arrow next to the box labeled **Drive**.
- Select **P:**



- In the box labeled **Folder**, type `\\titan\username` (for example, `\\titan\adaley03`). *Your **username** is your Tufts network username*).
- Confirm that a check mark appears in the box labeled **Reconnect at logon**.
- If a check mark does not appear in the box labeled **Reconnect at logon**
  - Click in the box to place a check in it.
- Click on the button labeled **Finish** to map the P: drive.



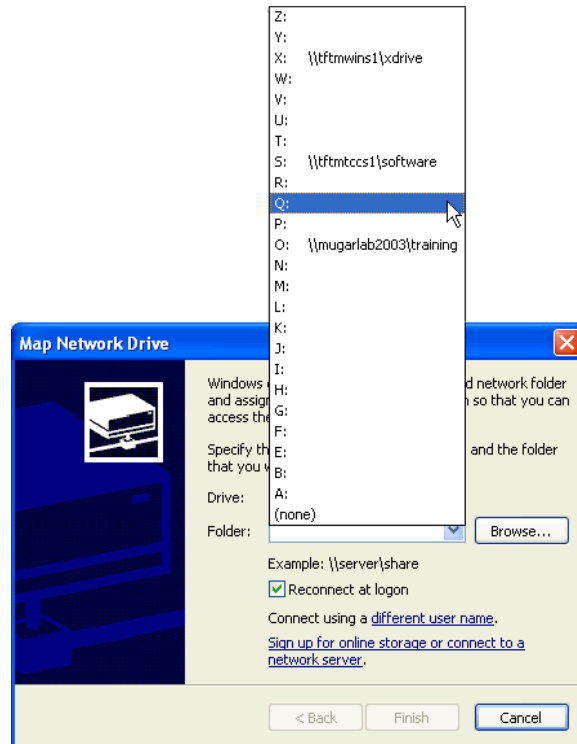
- If you have successfully mapped the P: drive, the window labeled **P: Drive** will appear.
- If you incorrectly type in the folder name
  - The error message **“The network path could not be found”** will appear.
  - Click the button labeled **Ok** to return to the **Map Network Drive** window.



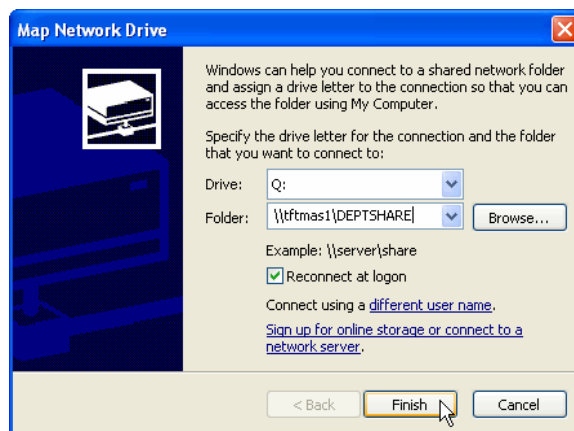
- In the box labeled **Folder**, retype `\\titan\username`.
- Click on the button labeled **Finish** to map the P: drive.
- If you still cannot map the P: drive, contact the ITS Help Desk at X 75898 or your FSP.

*Mapping the Q: Drive:*

- If **My Computer** is not open
  - From the **Start** menu select **My Computer**
- The **My Computer** window will appear.
- From the **Tools** menu select **Map Network Drive**
- The **Map Network Drive** Window will appear
- Click on the down facing arrow next to the box labeled **Drive**.
- Select **Q:**



- In the box labeled **Folder**, type \\tftmas1\DEPTSHARE
- If you do not know the share name for your department's Q: drive (DEPTSHARE) you can contact:
  - The ITS Help Desk at X 75898
  - Your FSP.
  - Your department administrator.
- Confirm that a check mark appears in the box labeled **Reconnect at logon**.
- If a check mark does not appear in the box labeled **Reconnect at logon**.
  - Click in the box to place a check mark in it.
- Click the button labeled **Finish** to map the Q: drive.



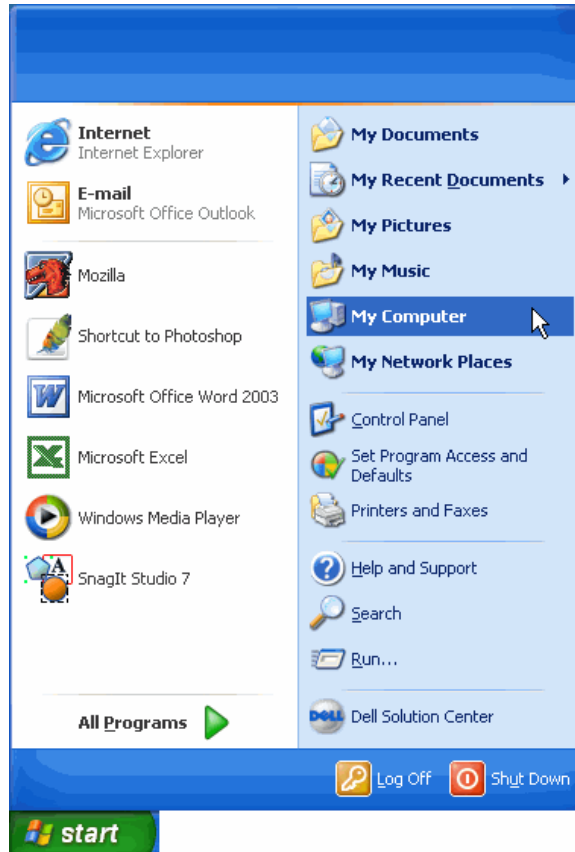
- If you have successfully mapped the Q: drive, the window labeled **Q: Drive** will appear.
- If you incorrectly type in the folder name
  - The error message “The network path could not be found” will appear.
  - Click on the button labeled **OK** to return to the **Map Network Drive** window.
  - In the box labeled **Folder**, retype \\tftmas1\DEPTSHARE.
  - Click on the button labeled **Finish** to map the network drive.
- If you still cannot map the Q: drive, contact the ITS Help Desk at X 75898 or your FSP.

## Reconnecting to the P: and Q: Drives

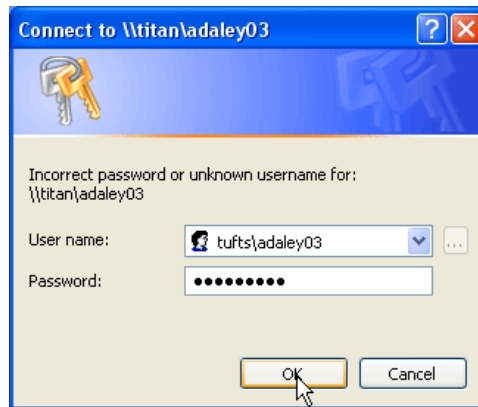
Every time you log on to Tufts VPN Client, you must reconnect to the P: and Q: drives.

### *Reconnecting to the P: Drive*

- From the **Start Menu** select **My Computer**

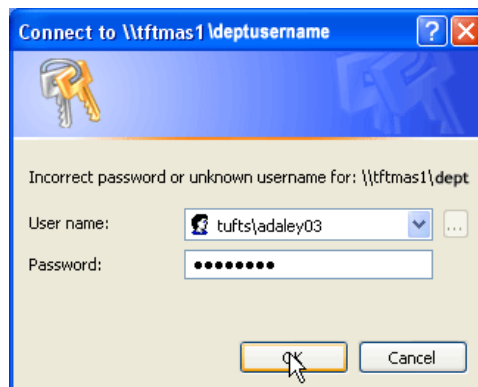


- The **My Computer** window will appear.
- Double-click on the folder labeled **P: Drive**.
- The **Connect to** window will appear.
- In the box labeled **User name** type in **tufts\username** (for example, tufts\adaley03). *Your username is your Tufts network username.*
- In the box labeled **Password** type in your Tufts network password.
- Click on the button labeled **Ok** to reconnect to your P drive.



#### *Reconnecting to the Q: Drive*

- From the **Start Menu** choose **My Computer**
- Double-click on the folder labeled **Q: Drive**
- The **Connect to** window will appear.
- In the box labeled **User name** type **tufts\username** (for example, tufts\adaley03). *Your username is your Tufts network username.*
- In the box labeled **Password**, type your Tufts network password.
- Click on the button labeled **Ok** to reconnect to your Q: drive.



## Password Policies

With increased attempts by viruses trying to gain access to campus systems, for example personal and departmental drives, it has become more necessary to protect systems and sensitive data stored on them. To increase the Tufts security, the following password policies have been implemented as of March 22, 2005.

The password you create for your Tufts network account:

- Must be at least 8 characters long
- Must be original.
  - The computer remembers the last 24 passwords that you have created, so be creative.
- Will expire every 180 days
- Cannot match any part of your tufts username.
- Cannot match any part of your full name
- Cannot contain any word or combination of the words:
  - Password
  - Passwrd
  - Change
  - Temporary
  - Tufts
  - Student
  - Welcome
- Cannot contain four or more repeating characters, (for example 1111, AAAA, tttt, or !!!!).
- Must contain all of the following:
  - At least 1 uppercase character
  - At least 1 lowercase character
  - At least 1 numeric digit
  - At least 1 special character such as: (!@#\$\$%^&\*()-\_+=;:~"}{[]\`~)

**Tip:** Remember that your Tufts network password is different from your email password.

## Changing your Tufts Network Password

In order to increase security, your Tufts network password will expire every 180 days. To increase security, however, you can change your password at any time. There are two ways for you to change your Tufts network password. You can change your password by signing on to a computer on the Tufts network and accessing the Tufts Services menu. You can also change your password by using the internet on any computer on or off campus. If you do not remember your password and wish to change it, please contact the ITS Help Desk at X 75898 or your FSP.

## Changing your Tufts Network Password with the Tufts Services Menu

### Logging on to the Tufts Network

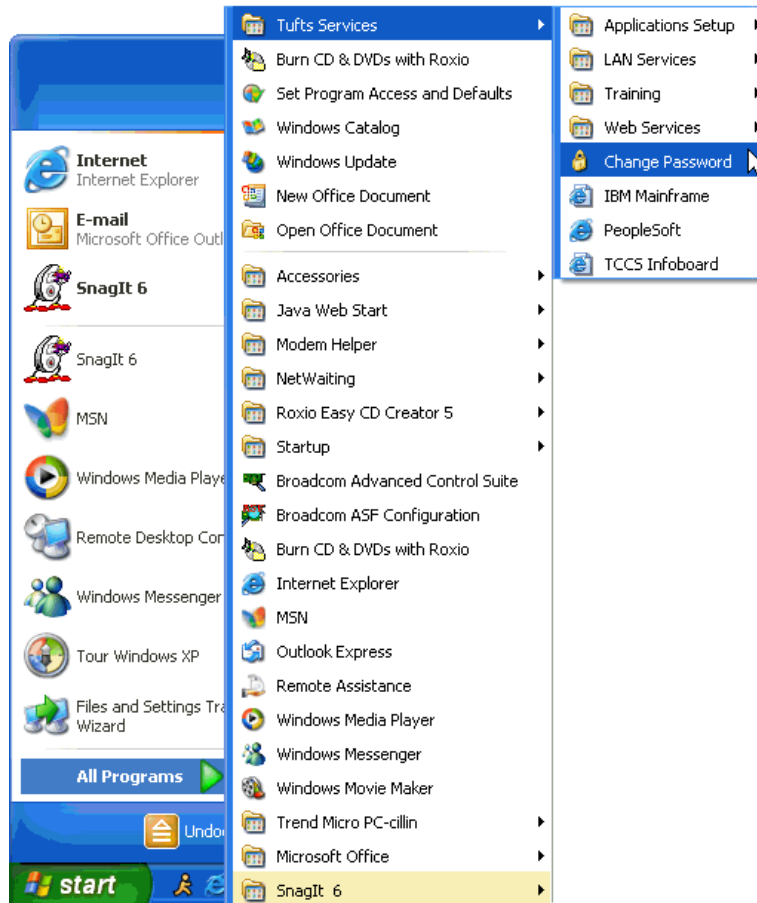
To change your password using the Tufts Services you must first log on to the Tufts Network.

- Using your keyboard, simultaneously press and hold the **Ctrl**, **Alt**, and **Delete** keys.
- Windows will display a message about unauthorized use of the Tufts network.
- After reading the message, click on the button labeled **Ok** to continue.
- By default, Windows will display the **Log On to Windows** window.
- In the box labeled **User name**, type your Tufts network username (for example, adaley03).
- In the box labeled **Password**, type your Tufts network password.
- Click on the button labeled **Ok** to log on to the Tufts network.

## Accessing the Tufts Services Menu

*Accessing the Tufts Services menu with Windows XP*

- From the **Start** menu select the **All Programs** submenu.
- From the **All Programs** submenu select **Tufts Services**.
- From the **Tufts Services** menu select **Change Password**.



- The **Change Password** and **Password Requirements** windows will appear.

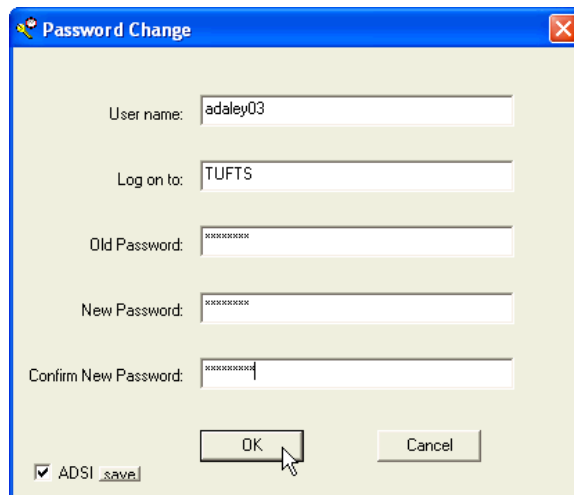
*Accessing the Tufts Services menu while running Windows 2000*

- From the **Start** menu choose **Tufts Services**
- From the **Tufts Services** menu select **Change Password**
- The **Password Change** and **Password Requirements** windows will appear.

## Changing your Tufts Network Password

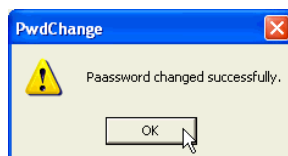
Once the **Password Change** window appears you can change your Tufts network password.

- In the box labeled **Old Password**, type your current Tufts network password.
- In the box labeled **New Password**, type the new Tufts network password you wish use.
  - Please refer to the section labeled **Password Policies** on page 16 of this guide or the **Passwords Requirements** window.
- In the box labeled **Confirm New Password**, retype the new Tufts network password you wish to use.
- Click on the button labeled **Ok** to change your password.

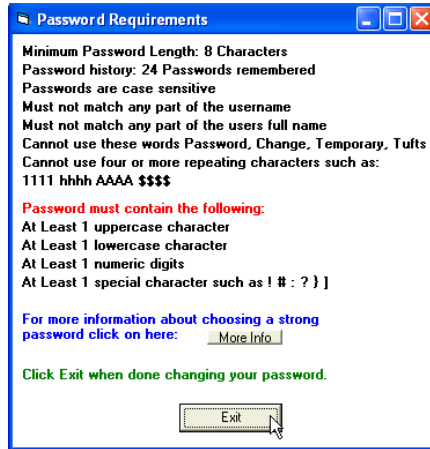


The screenshot shows a dialog box titled "Password Change" with a close button (X) in the top right corner. It contains four text input fields: "User name:" with the text "adaley03", "Log on to:" with the text "TUFTS", "Old Password:" with masked characters "\*\*\*\*\*", and "New Password:" with masked characters "\*\*\*\*\*". Below these is a "Confirm New Password:" field with masked characters "\*\*\*\*\*". At the bottom left, there is a checked checkbox labeled "ADSI\_save". At the bottom center and right are "OK" and "Cancel" buttons, respectively. A mouse cursor is pointing at the "OK" button.

- If you have successfully changed your Tufts network password:
  - The **PwdChange** window will appear with the message "**Password changed successfully.**"
  - Click on the button labeled **Ok** to exit the **Password Change** window.



- In the **Password Requirements** window, click on the button labeled **Exit**.

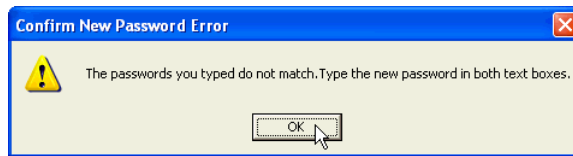


- If you incorrectly type in your current Tufts network password:
  - The **PwdChange** window will appear with the error message **“The specified network password is not correct.”**



- Click the button labeled **Ok** to return to the **Password Change** window.
- In the box labeled **Old Password**, retype your current Tufts network password.
- In the boxes labeled **New Password** and **Confirm New Password**, retype the new Tufts network password you wish to use.
- Click on the button labeled **Ok**.

- If you type different passwords in the boxes labeled **New Password** and **Confirm New Password**:
  - The **Confirm New Password Error** window will appear with the message “**The passwords you typed do not match.**”
  - Click on the button labeled **Ok** to return to the **Password Change** window.



- In the box labeled **Old Password**, retype your current Tufts network password.
- In the boxes labeled **New Password** and **Confirm New Password**, retype the new Tufts network password you wish to use.
- Click on the button labeled **Ok**.
- If you continue having trouble changing your Tufts network password, please contact the ITS Help Desk at X 75898 or your FSP.

## Changing your Tufts Network Password with the Internet

If you wish to change your password while you are off campus or logged on to a computer that is not on the Tufts network:

- Open up an internet browser.
- Visit the **Password Change Form** at <https://outlook.web.tufts.edu/iisadmpwd/tuftsPasswordCng.htr>

**TUFTS**

**Password Change Form** Use this form to change your password on the Tufts domain.

**Note:** If you are currently logged into the Tufts domain, you may be locked out of your domain account when you change your password. To avoid lockout, please logout and login to the domain once your password has been successfully changed.

Complete all fields.  
Account should be in the format of *tufts\UTLN* (e.g.: *tufts\smith01*).

Enter the requested **password** information and click on "Submit"

Account   
Old password   
New password   
Confirm new password

**The Tufts domain password policy has changed, effective March 22, 2005. Please scroll down to learn about these changes.**

- Password must meet University password complexity requirements! ([see below](#))
- Click [here](#) for assistance selecting a strong password.
- If you need further assistance, please contact your [Front-line Support Provider](#) (FSP) or the University IT Support Center at 73376.

**Tufts Domain Password Policy**  
- Effective 3/22/2005

**Password Information**

**Tufts Domain Password Policy**

- On the webpage labeled **Password Change Form**, locate the **Password Information** section.
- In the box labeled **Account**, type your Tufts username after **tufts\** (for example, **tufts\adaley03**)
- In the box labeled **Old Password**, type your current Tufts network password.
- In the box labeled **New Password**, type the new Tufts network password you wish use.
  - Please refer to the section labeled **Password Policies** on page 16 of this guide or scroll down the **Password Change Form** to view the **Tufts Domain Password Policy**.
- In the box labeled **Confirm New Password**, retype the new Tufts network password you wish to use.



- Click on the button labeled **Back** to return to the **Password Change Form**.



- Confirm that you typed in your correct Tufts network username.
- In the box labeled **Old Password**, retype your current Tufts network password.
- In the boxes labeled **New Password** and **Confirm New Password**, retype the new Tufts network password you wish to use.
- Click on the button labeled **Submit**.
- If you type different passwords in the boxes labeled **New Password** and **Confirm New Password**:
  - The **Tufts Password Change Manager** browser will appear with the error message “**Passwords don’t match.**”



- Click on the button labeled **Back** to return to the **Password Change Form**.
- In the box labeled **Old Password**, retype your current Tufts network password.
- In the boxes labeled **New Password** and **Confirm New Password**, retype the new Tufts network password you wish to use.
- Click on the button labeled **Submit**.
- If you continue having trouble changing your Tufts network password, please contact the ITS Help Desk at X 75898 or your FSP.