

Username and passwords

Centrally managed computer laboratories at the University of Tasmania require you to identify yourself in order to use the computers and to access information.

What form of identification do you use?

- Identification is by username and password, both are provided on your Enrolment Statement.
- Your username is the first part of your email account – the text before the @ symbol.
- You will be given one Novell password and one email password.
- Your username will remain the same, however your password can be changed.
- If you don't know your username or password phone the Service Desk.

When do you use your username and password?

- To logon to University computers in centrally managed laboratories – use your username and Novell password.
- To access web sites outside of the University's local area network – use your username and email password.
- To access your email – use your username and email password.
- To access WebCT or WebCT Vista – use your username and email password.
- To print – use your username and email password.
- To access CareerHub use your username and email password.

When you type in a password, always use the same upper and lower case letters as displayed on your Enrolment Statement.

To avoid confusion, **always synchronise your passwords**, that is, if you change your Novell password also change your email password to match.

The password must be 6-8 characters long, including 1 capital letter and 1 number.

If working in a centrally managed laboratory, when finished, close all programs and log off the machine before leaving the laboratory.

To change your email password:

Logon to web mail, then click on the Change Password link.

To change your Novell password:

Logon to a University centrally managed lab computer, then press Ctrl + Alt + Delete and click on Change Password.

Your photocopy PIN

To photocopy in the university branch libraries you need to initially assign a PIN to your student id card using a BEAR card swiper terminal, at any photocopier.

To photocopy, you need to swipe your id card through the BEAR card swiper terminal and enter your PIN. If you forget your PIN visit the Service Desk.

For more information about photocopying in the Library see
<http://www.utas.edu.au/library/assist/itlit/printcopy.html>

More Information

Please contact the Service Desk.

Website: <http://www.utas.edu.au/servicedesk>

Telephone: 1818 (on campus) or 1300 304 903

Fax: 6226 7669

Email: ServiceDesk@utas.edu.au