

SETTING UP NOVELL NETWORK USER NAMES

The following instructions allow the changing of user names for Novell v3.12

LOGIN to Novell Using the following:

Note: Names are not case sensitive.

Login: **SUPERVISOR**
Password: **Ask Your Supervisor...**

Enter: **SYSCON**

Scroll down to the **User Information**

CHANGE User Names

Scroll down to the desired name.

Press F3 to change the User Name

Press enter, change to the desired First Name

WARNING! Be certain to change their Full Name. Refer to the right side of screen, 3rd field down. First Name MUST Match the First_Name in the Full_Name Field. First & Last Name MUST Match the Signature Series **Name Employee Workstations** located in the System Setup, 1st Screen, Option #8.

ADD User Names

Adding names, login scripts, & printer queues are complicated unless you are Novell certified or have extensive experience with the Novell Operating System.

If required, additional user names & login scripts can be added:

USER1
USER2
USER3
Etc...

In this manner you can rename as needed

WINDOWS WORKSTATIONS ONLY: Make certain that the Windows Network Login Name matches the Novell Full_Name, otherwise workstations will display **Station 1**

WARNING: If more than one workstation displays Station 1, Order-Entry files will collide between users.