

## Your Lane Information Technology Accounts

- Your initial Information Technology setup will normally include the following:
  - EXPRESSLANE - For time sheets, class lists, address updates, and other personal, employment, and class information.
  - WINDOWS XP or MAC - To log onto your assigned workstation
  - NOVELL NETWARE - For network folders, tech support, and software updates (optional for Mac users)
  - NOVELL GROUPWISE EMAIL - To access the campus email and calendaring system from Windows or Mac workstations or from off-campus over the web
  - TELEPHONE - Telephone number and voicemail box

### ***Accounts & Passwords***

- Each of the following is a different account for which you must keep track of the username and password separately. Changing the password in one of these accounts does not change it in any of the others.
  - ExpressLane
  - Windows or Mac computer login
  - Novell Netware
  - Novell GroupWise Email

### ***Default Logins and Passwords***

- At your initial login, or whenever you have your password reset, use the password shown below:
  - ExpressLane
    - UserID = L#
    - Default PW = Date of Birth in this format: mm/dd/yy
  - Windows computer login
    - UserID = lastname + first initial (jefferesont)
    - Default PW = 463lane
  - MAC login
    - UserID = lastname + first initial (jefferesont)
    - Default PW = your first name
  - Novell Netware
    - UserID = lastname + first initial (jefferesont)
    - Default PW = 463lane
  - Novell GroupWise
    - UserID = lastname + first initial (jefferesont)
    - Default PW = 463lane

## If You Forget Your Password

- ExpressLane
  - Click “Forgot Password” on the ExpressLane login screen
  - Answer security question
  - PW will reset to default
- Novell Netware, Novell GroupWise, Windows or Mac computer login
  - Call Help Desk at 4444
  - They will reset your password to default

## Changing Your Passwords

- ExpressLane
  - Personal Information > Change Pin
- Novell Netware and Windows
  - (Alt+Ctrl+Del) > Change Password
  - Change both Novell and Windows to keep synchronized
  - If Windows login appears, leave blank and select “Synchronize”
- Mac
  - System Preferences > System > Accounts > Password
- Novell GroupWise
  - Windows: Tools > Options > Security > Password
  - Mac: Preferences > Security > Password
  - WebAccess > Options > Password

## Adding A New User Account on a Windows PC

- To add a new user account for yourself on an existing or shared computer:
  - Control Panel > User Accounts > Create New
  - See (Adding Users on Windows XP) at:  
<http://lanecc.edu/it/hdrefs/xpuser.html> for directions