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The Role of the NT Administrator

Windows NT (New Technology) was designed for use by big enterprises, so it does some things very well, such as password protection and having the stability to run for a long time without crashing.

Since Windows NT is a complex networked environment, we strongly discourage most users from administering their own workstations (e.g., installing and removing software). The setup of Windows NT workstations’ and servers’ is more analogous to a UNIX network than to the former stand-alone Windows 3.1 and Macintosh personal computers.

The person who installed the hardware and software for your NT workstation is your department NT Administrator, and he/she determines what privileges you are given on the NT workstation. When you need to place a troublecall regarding your NT workstation, please first contact your department NT Administrator. In addition, the SCS NT Group manages the SLAC NT user accounts, central servers and central services.

For the list of department NT Administrators, see the web page:
http://www2.slac.stanford.edu/comp/winnt/local-administrators.html

For information regarding SLAC Windows NT see the web page:
http://www2/comp/winnt/winnt.htm
SLAC NT User Account
Before you can use an NT workstation at SLAC, you need a SLAC NT user account. You can apply for this by filling out the Computer Account Request Form. http://www.slac.stanford.edu/comp/form/account/account.html

Login
When you power on the computer, the first dialog box that appears is the “Begin Logon” dialog box. Press CTRL+ALT+DEL to log on. In the “Logon Information” dialog box:

1) type in your SLAC NT user account and password
2) make sure the domain is set to “SLAC”
   (Caution: To use the central SLAC NT resources and PeopleSoft software, you have to log in to the SLAC Domain. Do not select the local machine or local domain, these will not give you access to SLAC shared resources and instead gives you a different environment that is not supported by SCS.)

The very first time you log in to your NT user account, you will be required to change your password.

Changing the login password:
After you have logged on, press CTRL+ALT+DEL again and on the “Windows NT Security” screen, press the button “Change password”.

Trouble with your password:
During weekdays 8am-5pm, phone for critical help at extension HELP (x4357, press 1 to leave a critical message if no one answers the phone), your request will be processed in the next 30 minutes.

Caution:
Do not change your password while you are logged onto another session of NT.
Do not change your password while you are logged on through Windows 95 or Macintosh.
Other buttons on this “Windows NT Security” dialog box are also important.

- **“Lock Workstation”** will literally lock the workstation without logging you off and prevent other people from using the NT workstation while you are away. This is **recommended when you leave your workstation for a short time** and don’t want to log out.

- **“Task Manager”** will display a list of currently active programs. If one of the programs has encountered a problem, Task Manager will allow you to “End Task” and force it to quit.

- **“Logoff”** will log you off your Windows NT session.
**Recommended Practice:**

- Do not press the workstation “Power Off” button, unless you have first used the Shut Down command and you receive a message that says “It is now Safe to Shut Down Your Computer”. If you turn off the power before shutting down, you risk losing data.
- Log off from your NT user account at least once a week (e.g., when you leave for the weekend - both for security and for NT to clean up computing processes).
- Close all your files at the end of each day so they can be backed up.
- Leave your workstation powered on during Monday noon period for the weekly anti-virus scan of your hard disk by InocuLAN software (most workstations are scanned during this period, another batch is scanned Tuesday 3am).

**Hostname**

Your workstation also has a computer name by which it is known on the network and in the NT domain. The computer name should be the same as the nodename in DNS, and is usually set up by your NT Administrator when your workstation is installed. No matter which NT user account is logged onto the workstation, the workstation will always be identified by the same computer name.

You can find out what your computer name is by pressing the “Start” button, and selecting “Settings” menu (see next section), “Control Panel” and opening the “Network” icon.
The “Start” Button (click here on the toolbar to begin)

“Shut Down” from the “Start” button will let you log off your Windows NT session, shut down or restart your workstation.

“Help” from the “Start” button will open the help system for the Windows NT system.

“Find” from the “Start” button will help you find folders and files.

All the recommended office applications (Word, Excel, Netscape, etc.) are available from the “Start” button, “Programs” menu.

“Windows NT Explorer” available in the “Programs” menu is the tool that lets you manage (copy, move, delete) your files. You can have several instances of the Windows NT Explorer.
My Computer

“**My Computer**” gives you access to all disks and drive letters available to your workstation. By navigating from “**My Computer**”, you can easily manage your files.

The drive letters that are available to all users wherever they log on are:

A: - The floppy disk

B: - The local hard disk

C: - The local hard disk

Users are encouraged to store their files on drive Z, the network file server, which is backed up regularly.

SCS does not back up files stored on the C drive.

U: - The space for all users’ directories.

This is for the convenience of accessing other users’ home directories, and directory/file permissions cannot be set in this U drive. Users should access their own home directories and set permissions through drive Z.

V: - The groups space for shared files

X: - The “pub” disk where applications can be downloaded

Z: - The home directory of the current logged on user on the network file server.

Some computers may have a second floppy disk reader on drive B:, a CD-ROM reader on drive D:, an additional local disk or local disk partition on drives D:, E:.

Some users may have an S:drive used for SLAC AFS, and some department drives.
Important reminders

Windows 95 and NT support long names (more than 8 characters) for files and directories. However, long names for directories and files may not be accessible when you use 16-bit applications or copy a file onto a floppy disk.

The files you store in your home directory (Z: drive) are backed up, and are available even when you move from one computer to another; but they are not available if the network is down. (Incremental backup is done once a night, and a full backup done once a week.) SCS does not back up files stored on the C drive, and they are available only when you are logged on to that specific computer, but they are also available when the network is down. It is recommended that you store your user data (documents you created rather than “shrinkwrap” programs) on your home directory and not on your local disk.

Restoring File(s) from Backups:
During weekdays 8am-5pm, e-mail ‘desktop-admin@slac.stanford.edu’ or phone for help at extension HELP (x4357), your request will be processed as soon as possible.

For normal users files that you share with other people should be in the “groups” space on the V: drive (see diagram below). Files stored there are backed up. It is not recommended that you share files from your local C: drive. SCS does not backup files on your local C: drive, and because workstations and users move around, the shared files on local drives are not maintained.
My Computer

You can check the available disk space on a given drive by right clicking on the disk icon inside “My Computer” and by selecting “Properties”.

Shortcuts

The icons you see on the desktop with a lower left arrow are shortcuts, which represent programs that you may want to start, and servers, directories, or files that you may want to open.

To create a shortcut to an application, file or directory:
• click on it with the right mouse button and drag it.

**Right Click and Drag for total control**
To move, copy, or create a shortcut to an application, file, or directory:
• Click on it with the right mouse button and drag it.

When you release the button, you will see a list of choices. You can decide whether you want to move the file, make another copy of it, create a shortcut to it, or cancel the whole thing.

When using other methods of moving, copying and creating shortcuts, like left mouse drag-and-drop, the menus are context sensitive and can be confusing.
Permission and Access Control List (ACL)

The files you store in your home directory (Z: drive) are, by default, readable by anyone who opens your home directory. The files you store in your “Private” subdirectory of your home directory (Z:\Private), if you have one, are by default hidden to anyone who opens your home directory.

Please contact your NT Administrator to properly set or review the permissions you need for your directories and files.

You can at any moment check or change the permissions to your directories and files using Windows NT Explorer or File Manager. Here are two examples on how to set proper permissions for commonly used directories.

Example 1:
Using Windows NT Explorer to set Permissions for your “Private” sub-directory.
The purpose of the “Private” directory is to restrict read/write access to you only. Your “Eudora” sub-directory (or any of your mail sub-directories) should also be set up this way. (You can use the File Manager program also to set permissions.)

1) From the “Start” button, select “Programs” -> “Windows NT Explorer”
2) Scroll down and right-click on the directory or file that you want to set permissions on – the “Private” sub-directory, in this case.
3) Select “Properties” from the pull-down menu that appears after you right-click.
4) From the “Properties” screen, select the “Security” tab.
5) On the next screen, select “Permissions”.

6) On this “Directory Permissions” screen, you see the Access Control List (ACL) – which is a list of users and groups, and their respective access privileges. There will be two sets of parentheses. The first set indicates the type of access to the directory. The second set indicates the type of access to the file. (You will see a similar “File Permissions” screen for files.)

- Set the ACL to allow yourself “Full Control” (substituting user “achan” with your own NT user account name).
- Remove all other names from this ACL.

For changing permissions on existing sub-directories and files:
- enable “Replace Permissions on Subdirectories”,
- enable “Replace Permissions on Existing Files”, if you need.
To grant access to additional users or groups, click on “Add” and follow Step 7 below for details on “Add Users and Groups” to the ACL.

7) On the “Add Users and Groups” screen,
   • List Names from: “SLAC”
   • Click on “Show Users”,
   • Scroll down to select the user or group you want to include,
   • Click on “Add”.

If you wish to distinguish between the types of access granted to different users and groups, you need to do so in the “Directory Permissions” window (Step 6). The type of access specified in this “Add Users and Groups” window applies to all selections.

   • Click “OK” to accept the changes.
   • Review your changes on the “Directory Permissions” screen, click “OK” again to accept the changes.
Caution:

Do not set your permissions to “Everyone: No Access”. “Everyone” includes you, and therefore you will also not have access.

If you want to restrict access, it is best to follow Example 1:
- remove “Everyone” from the ACL
- include the particular users or groups you want to grant access to, and set the appropriate access level.

If you have sensitive documents, please check with your NT Administrators for help in setting your permissions and ACL’s (or review this topic in one of the NT books – see “Recommended Readings”).

Please organize your files in sub-directories on your Z drive, and do not leave them on the top level of the Z drive (or else over time your files will be hard to manage).

It is preferable to read-protect only the confidential directories in your Z drive. Please, do not read-protect your entire home directory tree (i.e., set the top level of your Z drive to “Private” read/write access only to you, rather than individual sub-directories).
Example 2:
Using File Manager program to set Permissions for “read-access” sub-directory.
The normal sub-directories on your Z Drive are set up for users with SLAC NT accounts to read but not change. The “Private” and mail directories are set up differently, please see Example 1 above. (You can use Windows NT Explorer also to set permissions.)

1) Start the File Manager program, select (left-click) the drive you want, and the directory or file that you want to set permissions on.

2) From the “Security” menu, select “Permissions”.

3) On this “Directory Permissions” screen, you see the Access Control List (ACL):
A list of users and groups, and their respective access privileges.
There will be two sets of parentheses. The first set indicates the type of access to the directory. The second set indicates the type of access to the file. (You will see a similar “File Permissions” screen for files.)

4) Set the ACL to allow yourself “Full Control” (substituting user “achan” with your own NT user account name). Add in the group “Domain Users: Read” access, so that users with SLAC NT accounts will be able read the contents, but not change the contents.

See Step 7 in Example 1 above for details on “Add Users and Groups” to the ACL.

For changing permissions on existing sub-directories and files:
enable “Replace Permissions on Subdirectories”,
enable “Replace Permissions on Existing Files” if you need.

“Everyone” is removed in the example above as this would allow access to someone using the insecure Guest account. Therefore, it is preferable to use “Domain Users”, if you want to give access to all users with SLAC NT accounts.

If you have sensitive documents, please check with your NT Administrators for help in setting your permissions and ACL’s (or review this topic in one of the NT books – see “Recommended Readings”).
Installing a Network Printer

There are several ways to add a printer, the following is one way.

The following instructions apply only if your NT Administrator has given you the rights to use the network printer, and if the printer you need is connected to a print server. If you are do not have administrator rights on your workstation, you will need to have the printer drivers installed by your NT Administrator before attaching the printer.

1) Click the “Start” button, choose “Settings”, and open the “Printers” folder.
2) Double click on “Add Printer”
3) Select “Network printer server”
4) On the “Connect to Printer” screen, you will see a list of domains and servers on the network. Select the server that has the printer you want to connect to. If you have been given access to the printer, its name will show up when you have opened the server. Double-click on the printer name from the list of Shared Printers, and click “OK”.
   (If you are lucky, Windows NT can automatically install a copy of the printer driver stored on the machine to which the printer is attached. If you are not lucky, you will see an error message and you will have to call your NT Administrator.)
5) On the next “Add Printer Wizard” screen, tell Windows whether you want to make this the default printer.
6) With most applications, just choose “File”, “Print” to send your document to the default printer.

Checking the Print Queue, Canceling Print Jobs

Double-click on the printer icon in the “Printers” folder to see a list of all the jobs waiting to be printed.

You can cancel a print job if it is still in the queue. Select the job, right-click and choose “Cancel Printing” from the shortcut menu.
Recommended Reading:

449 pages
SLAC Library, QA77:W5B6

‘Mastering Windows NT Workstation 4’, Mark Minasi and Patrick T. Campbell,
published by Sybex, 1996. 1164 pages
SLAC Library, QA77:W5M55

‘Windows NT4 for Dummies’, Andy Rathbone and Sharon Crawford, published by IDG
Books Worldwide, 1996. 386 pages
SLAC Library, QA77:W5R3

More information regarding SLAC Windows NT is available on the web page:
http://www2/comp/winnt/winnt.htm

For more resources on site, start from the SLAC Computer Education web page and go to
the link for “Videos and Books at the SLAC Library”:
http://www.slac.stanford.edu/comp/edu/edu.html