

Windows® Network Quick Facts

This document is designed to help Missouri State University faculty and staff. Students should reference the *Student Guide to Computer Services* (DOC055).

Network Passwords

Network passwords expire every 120 days. On computers running Windows® 95 and 98 that are configured to log in to Missouri State domains, you can change your password using the following steps. Otherwise, you must follow the steps in the *Other* category.

Windows XP®, Windows 2000



Passwords

1. Press the **Ctrl**, **Alt**, and **Delete** keys all at the same time.
A window appears.
2. Click the **Change Password** button.
The *Change Password* window appears.
3. Enter your private ID @ *sgf* or *wp* (depending on your account).
4. Enter your old and new passwords, and click **OK**.

Other

1. Open a web browser, such as Internet Explorer.
2. Access the following web address:
3.

<https://cams.missouristate.edu/selfservice/changepassword.asp>
4. Read the page, and then click the link *Continue to Change Your Windows NT® Password*.
5. Enter your private ID @ *sgf* or *wp* (depending on your account).
6. Enter your old and new passwords, and click the **Change Password** button.

Network Access

Your network account gives you access to several directories and services on the campus servers. To access these directories, click **Start**, and then click **Run**. Enter the location, listed in the right column below, into the **Open** field. Click **OK**. Your directory opens.

Home Directory

Faculty and staff are allotted space on the network for personal file storage. This is a personal area of 100 MB that only the individual user can access. This area is backed up daily. The directory is located on BEAR1 under home, the first letter of your private ID, and then your private ID.

\\bear1\home\letter\privateID

Web Directory

Faculty and staff may publish personal web pages at the university. To request that a personal web directory be created, faculty and staff members must access this web page:

<http://csv.missouristate.edu/createweb>

Once the directory is created, you will have 10 MB of space to publish personal web pages. Personal web pages are stored at different web addresses, depending on your relationship with the university. The following table outlines the addresses, where letter represents the first letter of your public ID and publicID represents your public ID:

- **Student:** <http://www.student.missouristate.edu/letter/publicID>
- **Faculty:** <http://www.faculty.missouristate.edu/letter/publicID>
- **Staff:** <http://www.staff.missouristate.edu/letter/publicID>

For more information about personal web pages, please see the following web page:

<http://missouristate.edu/web/personal.htm>

Common Directory

Faculty and staff may share files with their network account. This area on the network allows a department's faculty and staff to share files with each other.

`\\bear1\common\deptcode`

To request a common directory for your department, please send email to the following address:

BEAR1@missouristate.edu

Computer Services

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