

Instructions for use of a school based “Roaming” User Account

The majority of network user accounts in MCPS are dedicated to specific locations. This feature provides easy access for staff members to use the computer resources at their assigned school.

However, some staff members have assignments at more than one school and need to access network resources at all of their assigned schools. For this reason it is not possible to assign these types of user accounts to any one school, as it would preclude the staff member from accessing resources at other schools.

To facilitate the need for these staff members to “roam” from one school to another a process has been created that will allow them to access resources at multiple locations.

To accomplish this, the user accounts and home directories for these staff members will be located in the central office. This will allow the staff members to save data while they are at any school and access that data from any other school.

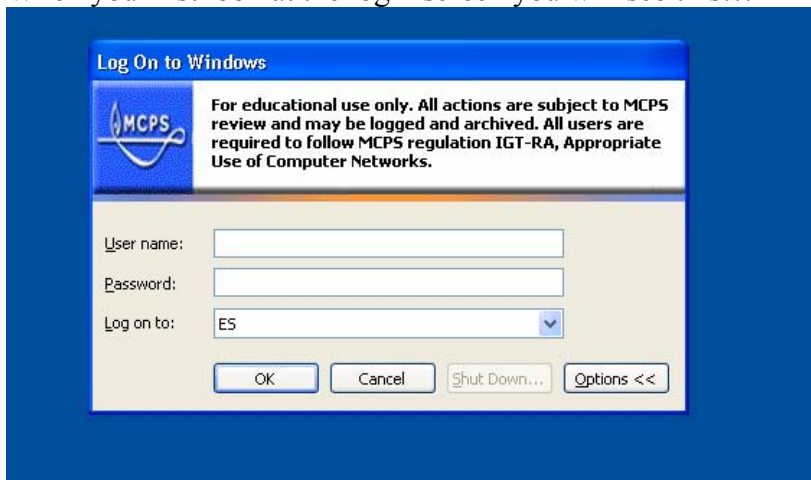
This process also allows the effected staff members to access the menus, applications, data and printers at the schools where they work.

Occasionally these staff members may find the need to work on assignments and access data at one school while they are physically located at a different school. The “roaming user” process allows these staff members to “login” to the network at any location and “choose” the school that they wish to be connected to. This empowers the staff members to choose which schools environment they wish to see, regardless of their physical location.

The capability to “roam” using this type of user account is strictly limited to those schools that have been integrated with Microsoft Windows Networks. This is limited to those schools that were included in the “Tech Mod ‘06” project. Schools that participate in future Tech Mod projects will also be integrated into the Microsoft Windows Network. Any staff member assigned to a school that is still using the Novell network will not be able to use their “roaming” account while at that school. This does not limit their capability to use a “roaming” account while at other (windows) schools. While visiting a Novell school they would have to use a Novell account that is specific for that particular school; and would not have access to any other shared or home directory data.

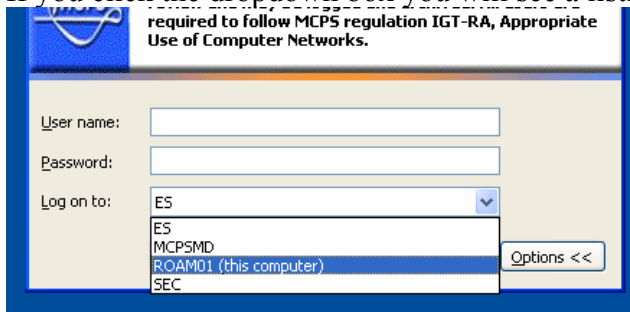
The following pages will instruct you on how to use a “roaming” account.

When you first look at the login screen you will see this...

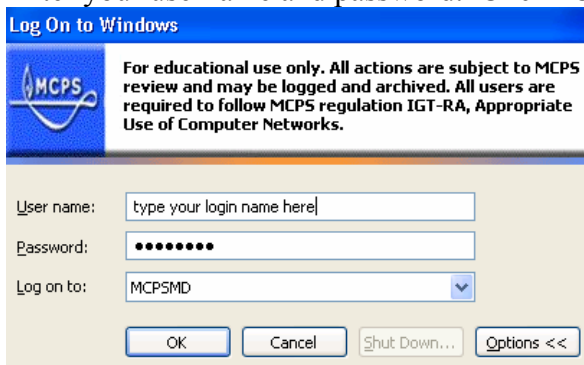


Note the value in the “Log on to” section.

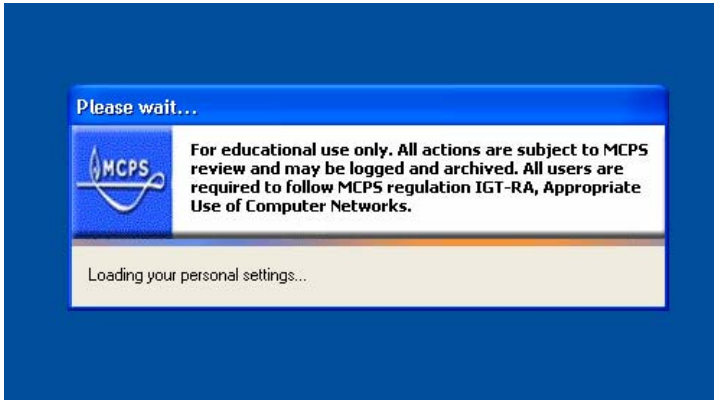
If you click the dropdown box you will see a listing of your four options.



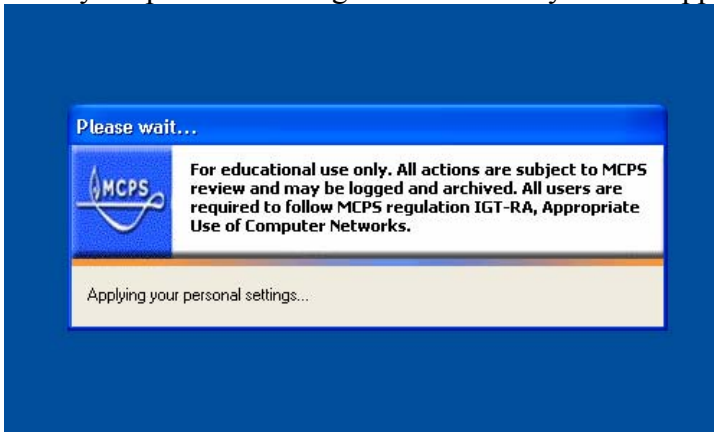
As a “roaming” user, you will choose “MCPSMD”.
Enter your username and password. Click “OK”



As the login process continues you will see the system loading your personal settings. This will take a little bit longer than it does for Staff members who do not “roam”.



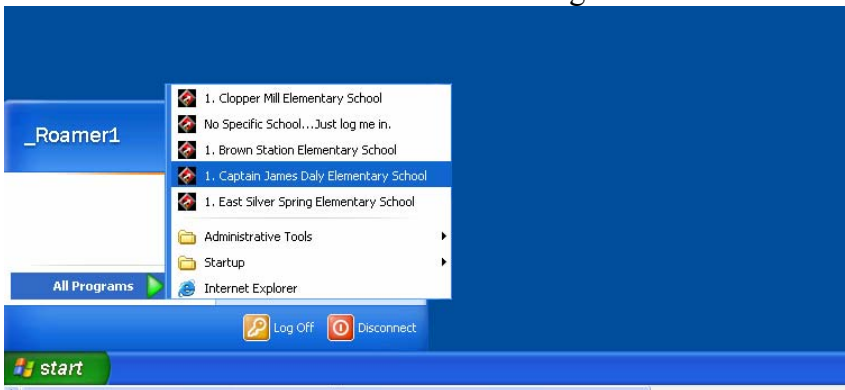
After your personal settings are loaded they will be applied.



When the login process completes you will see an empty desktop.
Click on the start.



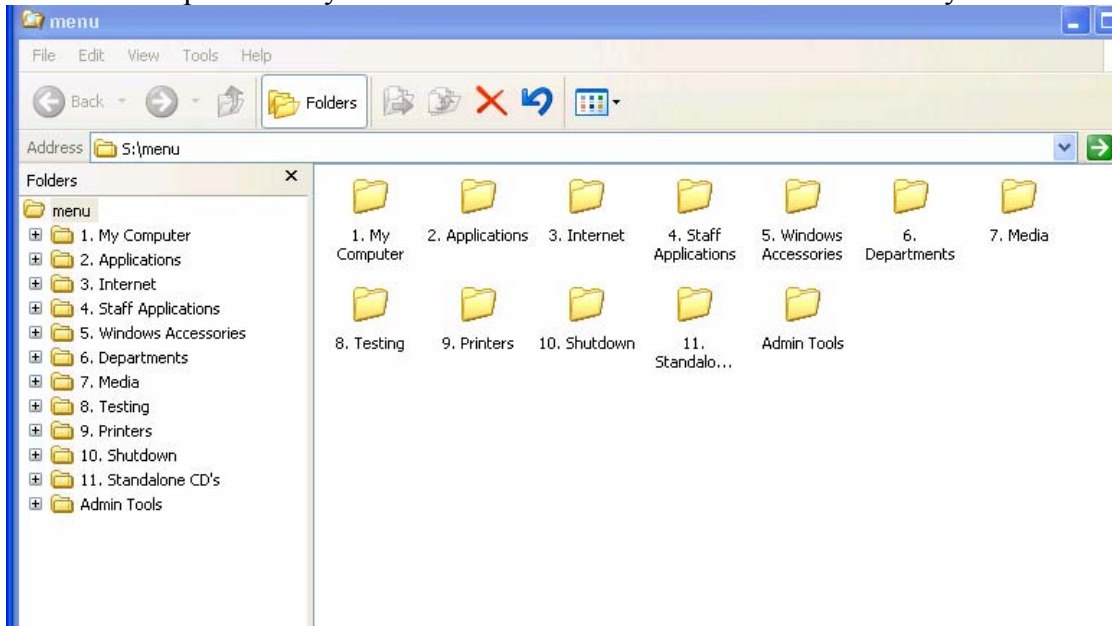
Click on the start menu and choose “All Programs”



You will see a listing of school names. As the scope of this project grows the number of schools on the list will also grow. Choose the school that you are located at OR the school for which you wish to do work. You do not have to be at the school to run the menu for it.

A script will run.

When the script finishes you will see the school menu for the school that you chose.



A note about the menu...

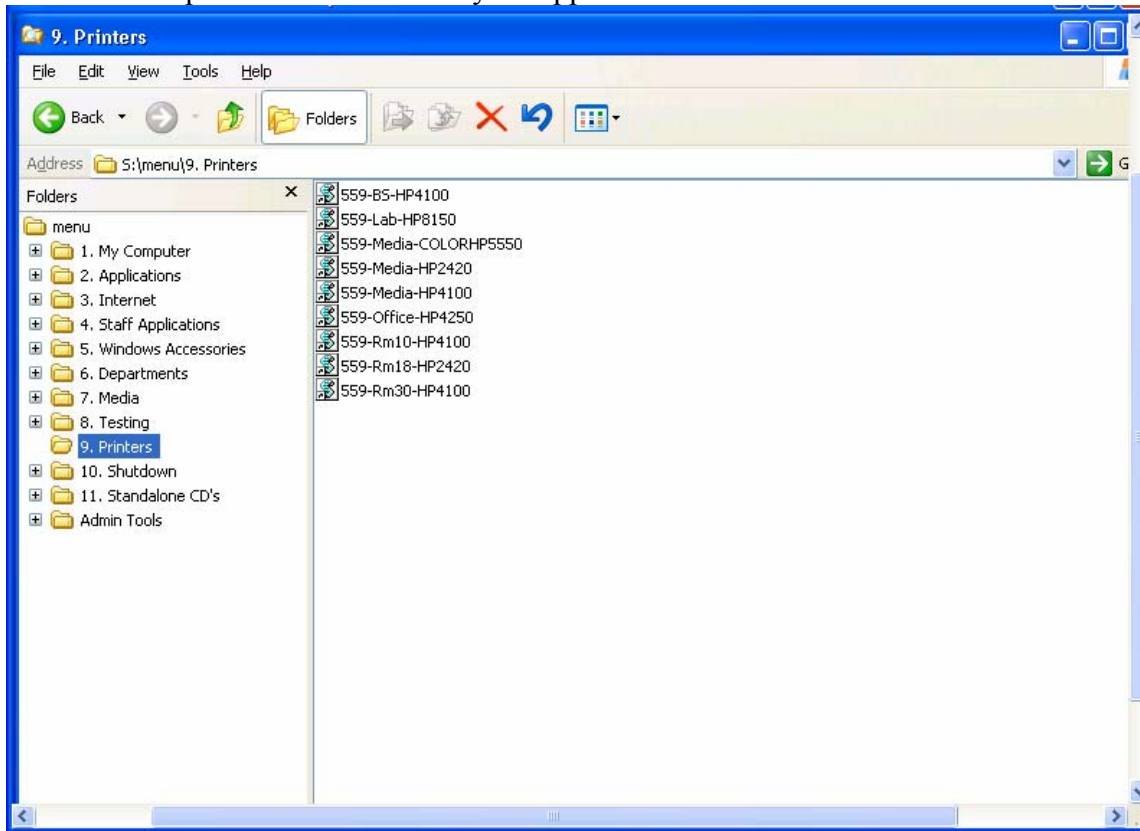
You may choose to run the script for ANY school. This will result in the menu opening for that school. However...you will NOT have access to ANY data at the school, unless you have been preconfigured as an authorized "roamer" to that school. Once you have been configured as a roamer you will be able to access some of the staff shared and student shared data. Being designated as a "roamer" to a school can be accomplished by submitting a request to the help desk.

The data that you have access to at the school, and your level of access to this data is controlled by the school itself. Changes to a roaming users level of access to data at a particular school can be made by the schools designated User Support Specialist with authorization from the schools administration.

Once you are connected to the school, you should be able to use the applications from the schools menu.

Printing

In some cases you may find that your computer is not configured to print to the location that you wish to print to. If this happens choose the “9. Printers” section of the menu. You will see a listing of all of the printers for that school. Double click on the one that you wish to use. It will be installed to your workstation; and you should then be able to choose it as a print destination from your application.



When you are finished click on “10. Shutdown” and select either “restart” or “shutdown” as appropriate.

