Using the Tufts Network - Students

Arts and Sciences, Engineering, and The Fletcher School

The Tufts Network: An Overview

Below you will find some helpful nomenclature to familiarize you with the Tufts Network.

Term	Definition
UTLN	**U**niversal **T**ufts **L**ogin **N**ame. You will use your UTLN and password to access a variety of resources, including email and the Tufts network.
LAN	**L**ocal **A**rea **N**etwork.
Tufts Network	The interconnected computer systems at Tufts University.

Logging in to the Tufts Network

Students can log on to any public computer on the Medford campus using their Tufts network account username and password. Some of the locations include the Eaton Computer Lab, the EPDC, Ginn Library, Mugar Lab, Olin, and Tisch.

- When you turn on the computer, the **Log On to Windows** window will appear.
- Type the following information into the appropriate boxes

In the box labeled …	Type …
User name	Your Tufts UTLN
Password	Your Tufts network password (not your email password)

- Confirm that **TUFTS** appears in the box labeled **Log on to**.
- Click on the button labeled **OK**.

Changing your Tufts Network Password

Changing your Password at Initial Log on

The first time you log on to the Tufts network you will be asked to create a new network account password.

- The **Change password** window will appear.
- In the box labeled **Old Password**, type the Initial Password found on the Tufts Student LAN password sheet.
- In the boxes labeled **New Password** and **Confirm New Password**, type the new Tufts network password you wish to use.
- Your new password, must meet the following requirements, for example $ampleP@ssw0rd! For a full list of password requirement, please visit http://www.tufts.edu/tccs/r-strongpass.html.
  - Longer than 8 characters
  - Contain at least one capital and one lowercase letter
  - Contain at least one symbol
  - Contain one number
  - Cannot match any part of your UTLN (for example, jsmith01)
  - Cannot contain the words password, password, change, temporary, or Tufts, student, or welcome
  - Cannot use four or more repeating characters (for example 1111, AAAA, tttt, or !!!!)
  - Cannot be the same as the previous 24 password
- Click on the button labeled **OK**.

Changing Your Password from a Tufts Public Computer

To change your Tufts network password:

- On your keyboard simultaneously press and hold the **Ctrl**, **Alt**, and **Delete** keys.
- The **Windows Security** window will appear.
- Click on the button labeled **Change Password**.

- The **Change Password** window will appear.
- Confirm that your **UTLN** appears in the box labeled **User name**.
- Confirm that **Tufts** appears in the box labeled **Log on to**.
- In the box labeled **Old Password**, type the your current Tufts network password.
- In the boxes labeled **New Password** and **Confirm New Password**, type the new Tufts network password you wish to use.
- Click on the button labeled **OK** to chance your password.

Changing Your Password Using the Internet
If you wish to change your password while you are off campus or logged on to a computer that is not on the Tufts network:
- Launch an internet browser.
- Visit the **Password Change Form** at https://outlook.web.tufts.edu/iisadmpwd/tuftsPasswordCng.htr

Password Information

Tufts Domain Password Policy

- On the webpage labeled **Password Change Form**, locate the **Password Information** section.
- In the box labeled **Account**, type your Tufts username after **tufts** (for example, **tufts**\adaley03)
- In the box labeled **Old Password**, type your current Tufts network password.
- In the box labeled **New Password**, type the new Tufts network password you wish use.
  - Please refer to the section labeled **Password Policies** on page 16 of this guide or scroll down the **Password Change Form** to view the **Tufts Domain Password Policy.**
- In the box labeled **Confirm New Password**, retype the new Tufts network password you wish to use.
- Click on the button labeled **Submit** to change your password.

- If you have successfully changed your Tufts network password:
  - The **Tufts Password Change Manager** browser will appear with the message "**Password successfully changed – You may now close this window**."

  - Close the internet browser to complete your password change.

- If you incorrectly type in your current Tufts network username or password:
  - o The **Tufts Password Change Manager** window will appear with the error message "**Invalid username or password"**

  ## Tufts Password Change Manager
  for Active Directory

  Error: Invalid username or password

  Back

  - o Click on the button labeled **Back** to return to the **Password Change Form**.

  Back ▾

  - o Confirm that you typed in your correct Tufts network username.
  - o In the box labeled **Old Password**, retype your current Tufts network password.
  - o In the boxes labeled **New Password** and **Confirm New Password**, retype the new Tufts network password you wish to use.
  - o Click on the button labeled **Submit**.
- If you type different passwords in the boxes labeled **New Password** and **Confirm New Password**:
  - o The **Tufts Password Change Manager** browser will appear with the error message **"Passwords don't match**."

  ## Tufts Password Change Manager
  for Active Directory

  Passwords don't match

  - o Click on the button labeled **Back** to return to the **Password Change Form**.
  - o In the box labeled **Old Password**, retype your current Tufts network password.
  - o In the boxes labeled **New Password** and **Confirm New Password**, retype the new Tufts network password you wish to use.
  - o Click on the button labeled **Submit**.

Password Expiration Policy
Every 6 months, you will need to change your password. You will be notified two weeks in advance to let you know that your password is about to expire. You will then be prompted to change it at the next log-in. If you allow your password to expire, you will need to have it reset by an account administrator. You can feel free to change your password at any time prior to the 6 month expiration date. Remember that the new password must be different than the previous 26 passwords used for your account.
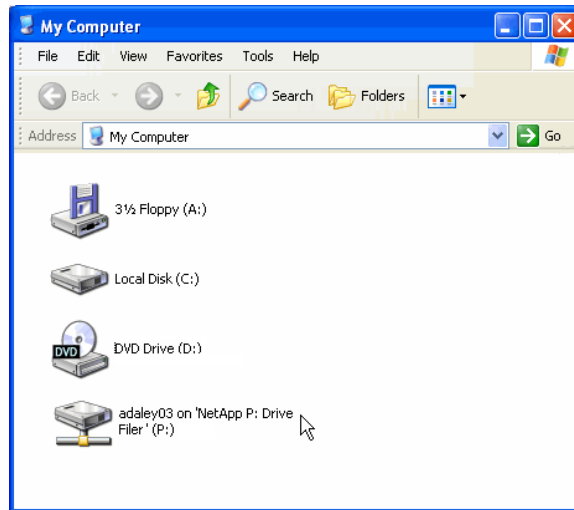
Accessing your Personal Storage Space
Accessing your Personal Storage Space from a Computer on the Tufts Network
You can access any files you have saved to your personal storage space once you have logged on to a computer on the Tufts network.
- From the **Start** menu, select **My Computer**.
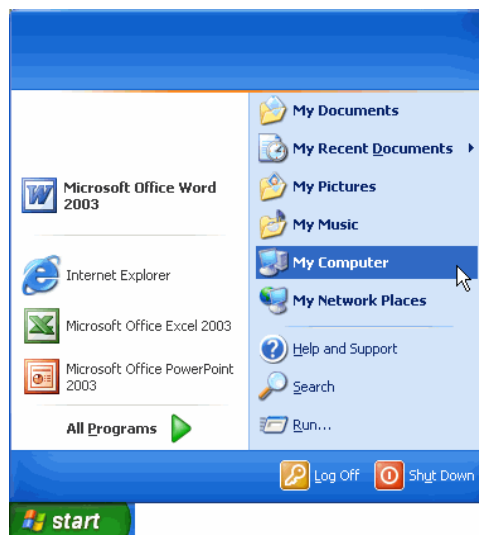
- The **My Computer** window will appear.
- Double-click on the network drive labeled with your **UTLN** and/or labeled as the **(P:)** drive.

Accessing your Personal Storage Space from a Residence Hall on the Medford Campus

Accessing your Personal Storage Space from a PC

- From the **Start** menu, select **Run**.
- The **Run** window will appear.
- In the box labeled **Open**, type **\\homedir.tufts.edu\UTLN** (your UTLN is your Tufts network account username).
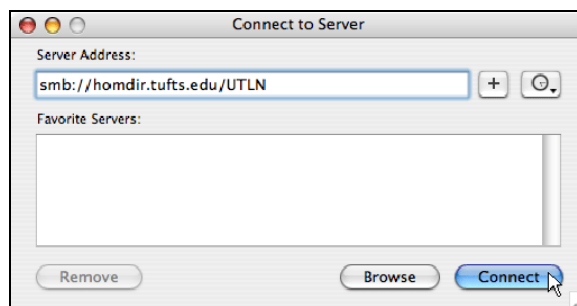- Click on the button labeled **OK**.
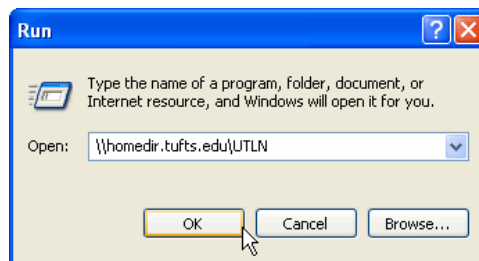
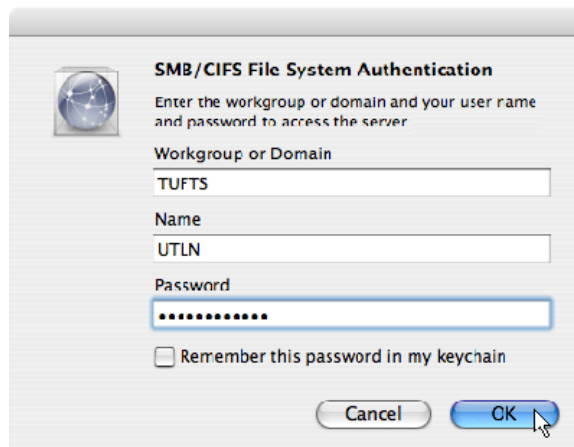*Accessing your Personal Storage Space from a Mac*
- From the **Go** menu, select **Connect to Server**.
- The **Connect to Server** window will appear.
- In the box labeled **Server Address**, type
  smb://homedir.tufts.edu/UTLN (your UTLN is your Tufts network account username.
- If you would like to add this server address to your list of favorite servers:
    o Click on the plus sign to the right of the server address.

Server Address:
smb://homdir.tufts.edu/UTLN   [+]

- Click on the button labeled **Connect**.

Connect to Server
Server Address:
smb://homdir.tufts.edu/UTLN   [+] [⊙]
Favorite Servers:

(Remove)   (Browse) (Connect)

- The **SMB/CIFS File System Authentication** window will appear.
- Confirm that **Tufts** appears in the box labeled **Workgroup or Domain**.
- In the box labeled **Name**, type your UTLN.
- In the box labeled **Password**, type your Tufts network account password.
- Click on the button labeled **OK**.

SMB/CIFS File System Authentication
Enter the workgroup or domain and your user name
and password to access the server

Workgroup or Domain
TUFTS

Name
UTLN

Password
●●●●●●●●●●●

☐ Remember this password in my keychain

(Cancel) (OK)

Accessing your Personal Storage Space from a Tufts Computer Lab on the Medford Campus

- From the **Start** menu, select **Drives and Network Shares**
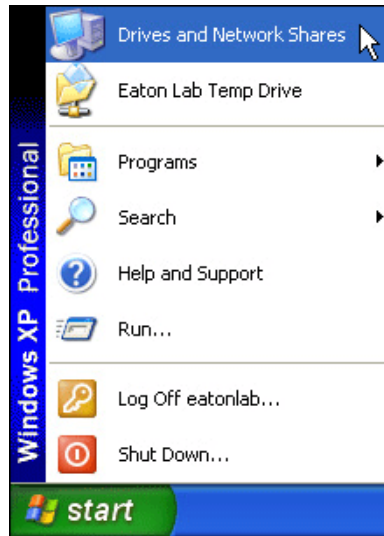
- The **My Computer** window will open.
- Double-click on the network drive labeled with your UTLN.

Temporary Storage Space

All users have access to the Temp drive and all files saved to it. Each public lab on the Medford campus (Eaton, Mugar, and the EPDC) will have temporary storage space for you to use. Please note, the temp drives are used for **temporary storage** and are **not secure**. To access files saved to the temporary storage space to share with classmates:

- From the **Start** menu, select **Eaton Lab Temp Drive.**
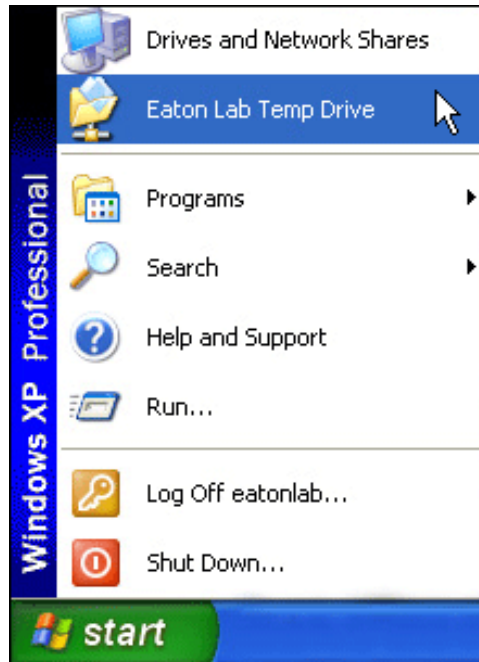
- **My Computer** will open and you will be able to access any files saved to the Temp drive.
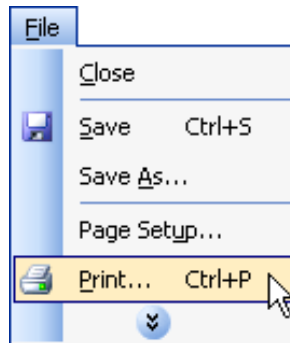
Printing

In order to print in the any of the labs or libraries you must first log into a computer using your Tufts UTLN. Next, you will be prompted to select the printer that corresponds to the location you wish to print your documents. **Currently you can print to locations where the Student LAN login is available**.   Even if you've sent multiple documents to the printer, once you go to the print station, you will still have the option of selecting which ones you'd like to print.
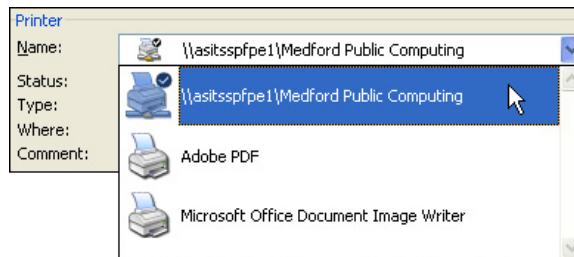
Sending your print job to the queue
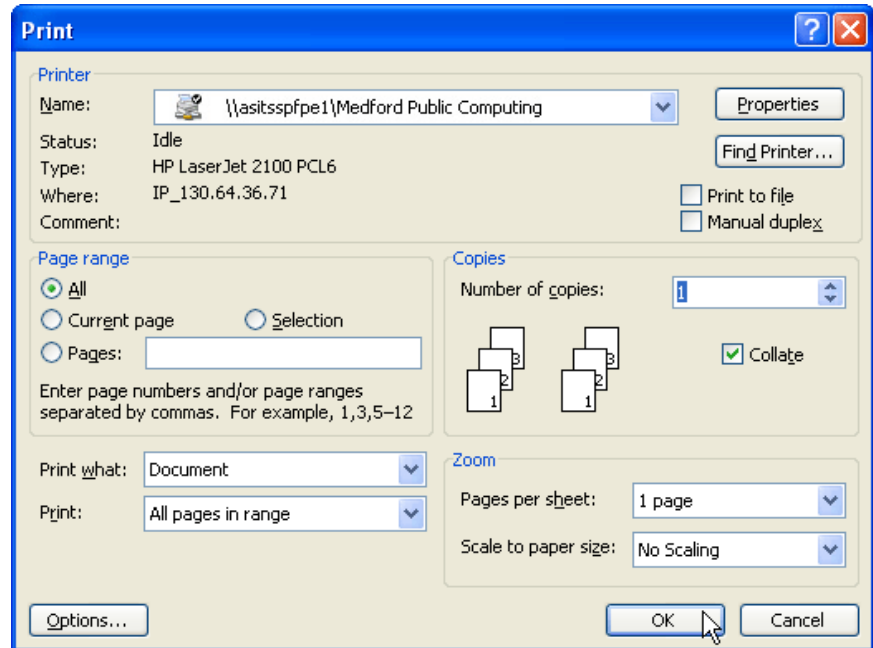*Printing in Eaton Lab, Mugar Lab, EPDC, or Ginn Library*
- From the **File** menu, select **Print**.

- The **Print** window will appear.
- Click on the down-facing arrow next to the box labeled **Name** and select **\\asitsspfpe1\Medford Public Computing**.

- Click on the button labeled **OK**

At the Print Station
Once you have sent your print job to the queue, you can go to any print station to print your document. **Each sheet costs 10 cents.**
- In the box labeled **Log on ID**, type your Tufts UTLN
- Insert your Tufts ID or print card in the card reader.
- A list of all the documents you can print will appear
  - o Click on the name of the print job you'd like to print.
  - o Click on the button labeled **Print**.

Logging Out
Once you have finished using a computer in the lab/library, you will need to log out of your account. By logging out, you are leaving the computer ready for the next person to use and eliminating the possibility of someone using your account for their personal use.

LAN & Email Password Resets

If you are having difficulty logging in to the computer using your UTLN and password, you may need to have your password reset. For account support you can come to walk-in hours at the Eaton Computer Lab on Monday – Friday from 1-5pm during the academic year, and by appointment. If you are unable to come on campus for a password reset, you may send a fax of your Tufts Student ID and another form of government issued photo ID. Please provide an email address to which your temporary password information can be sent.

Student Email and LAN Support

Phone Number: (800) 207-2194 or (617) 627-3701
Fax Number: 617-627-2565
Email Questions: student-email@ase.tufts.edu
LAN Questions: student-lan@ase.tufts.edu
Location: Eaton Hall Computer Lab