

# GETTING STARTED

For Faculty, Members, Visitors and Staff using IAS office PCs with Linux

The Information Technology Group would like to welcome you to the Institute for Advanced Study. We look forward to making your interaction with our computer technology a rewarding experience. The ITG Help Desk is available Monday through Friday, 8am - 5pm, to assist users with computer-related problems.

Email: [askitg@ias.edu](mailto:askitg@ias.edu)

Phone: extension x8044

Please visit our website at [www.itg.ias.edu](http://www.itg.ias.edu) for more information, tips, and FAQs.

## GENERAL INFORMATION

The IAS-owned Linux office computers are installed with the Springdale operating system. The Springdale is Red Hat based operating system which installed with a wide variety of Linux software applications such as Mozilla Firefox and Thunderbird. We also installed three major mathematical applications: Mathematica, Maple, and Matlab. Users are prohibited from installing any other operating system on their IAS-owned office computer.

A setup password was added to all IAS-owned office computers to prevent unauthorized changes to the Firmware. Please do not attempt to open the computer case or perform repairs without assistance from the Information Technology Group's Help Desk staff.

Please consult with the ITG Help Desk staff before installing any personal software on the computer. Users are prohibited from installing any other operating system on their IAS-owned office computer.

## LOGGING IN TO YOUR COMPUTER

When you arrive, your Linux workstation should be ready to login. You will see the "Springdale" on the login screen. The **Log on** window has fields for both a **Username** and **Password**. To log on to the domain, you will need to enter both. Enter your ITG-assigned username in the box next to **Username**. If your e-mail address is [jdoe@ias.edu](mailto:jdoe@ias.edu), then your username is jdoe. In addition, please remember that network passwords are case-sensitive. Asterisk-dots will appear as you type your password. Press the **Enter** key or the **Log In** button after you entered your network password to continue. After the logon process is complete you will see the GNOME desktop.

## HOW TO CHANGE THE PASSWORD FOR YOUR NETWORK ACCOUNT

You were assigned a network password prior to arriving here at the Institute. All users use a network password to log on to the domain. This is the same password you would use to access your IAS Webmail if away from the Institute. If you plan on using an IMAP e-mail program, such as, Mozilla Thunderbird and Evolution as your default e-mail program, then you will also be required to enter your network password whenever you are checking for new e-mail

messages. You may choose to have the program remember your password for added convenience.

Requirements for choosing a new network password:

- Use a **minimum** of **8** alphanumeric and special characters.
- You must have at least 3 of the following 4 types of characters in your password:  
Uppercase letters, lowercase letters, numbers, and special characters or symbols
- Some examples of secure passwords would be:  
P6rc@9#I      A3Y!@seI      U>e\$Cbor6D      L8n\$y3evX

## HOW TO CHANGE YOUR NETWORK PASSWORD

Your IAS account password is the password that you use to login to a Linux workstation.

Linux users can change their NTDOMAIN password by logging into the remote.itg.ias.edu server.

Method 1:

If you are on campus and using OpenVPN you can go to <https://support.itg.ias.edu/ias/password-changer/> and follow the instructions to change your password.

Method 2:

1. **Log into remote.itg.ias.edu:**  
\$ ssh remote.itg.ias.edu -l username.  
For username it should be your IAS username.
2. **Now change the password by entering the following commands:**  
\$ passwd  
You will be asked for your old password and prompted to type your new password twice.

## PRINTING

Network printers are located in the hallways on Fuld 2<sup>nd</sup> and 3<sup>rd</sup> floors, West Building 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floors and in Building B's Basement. Prior to your arrival, we have installed these network printers on your IAS-owned office computer and set your default printer to the one closest to your office. If you wish to change your default printer, please contact the Help Desk.

## NETWORK STORAGE

All users are allocated 20 GB of space on our network file server for storing files. When you log on, your user home directory will be mapped to the remote storage server. /users/username is the network folder that will be commonly referred to as your "I: drive". It contains a folder where you can save your documents. If your user name is *jdoe*, then your network folder is named "/users/jdoe". By saving important documents to your network folder, you ensure that your files are backed up regularly.

**NOTE:** Any items saved on your Desktop or local folders on your computer will not be backed up.

## EMAIL ACCESS

The Linux system includes Evolution Mail, Thunderbird Mail, and Pine.

Unless you have requested your email to be redirected to another address, ITG recommends that you use Webmail to access your IAS email. You can access your email at any time from any location by visiting <https://mail.ias.edu>

Users who prefer to not use the above mail tools are free to access their e-mail locally or remotely by using other secure IMAP compliant e-mail programs.

## REMOTE SOFTWARE UPDATES

The ITG Help Desk deploys antivirus and other critical and security software updates to IAS computers overnight. In order for these updates to be successful, we require all clients to leave their office computer **on**. When you are done for the day, please make sure you save all work and close all open applications. To do this, you should do the following: Click on **System** on the **Top Menu** in the upper-left hand corner of the Springdale desktop. Click on **Log Out [Username]**, then confirm the action by clicking the **Log Out** button.

*"Note: ITG install updates to Springdale programs. Updates to third-party applications are done manually by request".*