



## Faculty Novell Restructure Project - Downtime

As part of the Faculty Novell Restructure Project, all School/Dept/Institute Novell accounts will be migrated to the new Novell server (Cadmium). The restructure will enable the Faculty to align Novell with the new Faculty organisational structure. It will also enable larger and cheaper server storage capacity.


**As part of this restructure you will not be able to access Novell stored data (v:\ and u:\) on the date of your migration.**

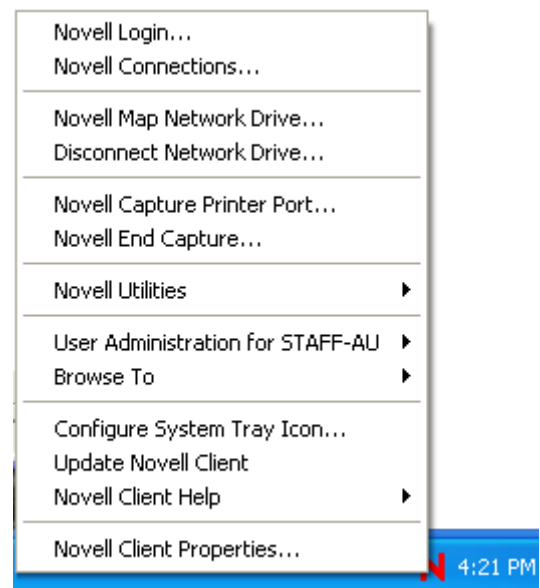
### What you need to do.

#### Before the beginning of your migration

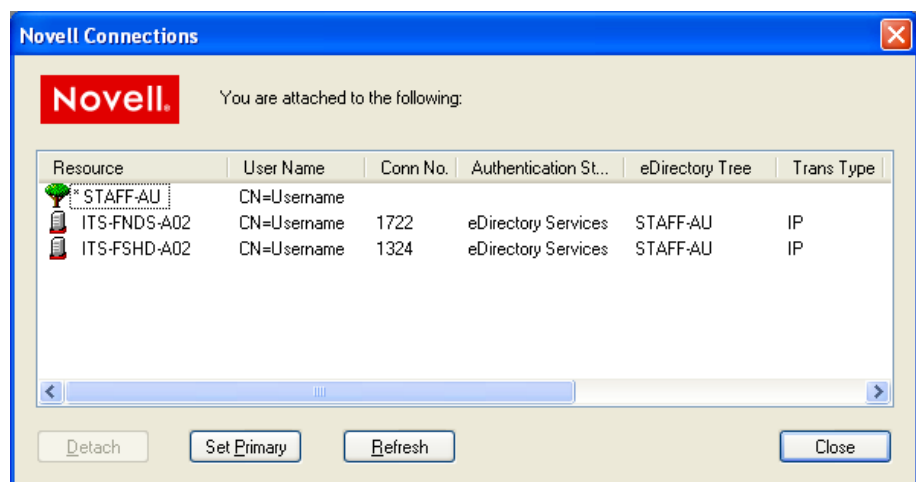
##### For Windows users

Log out of Novell. This can be done without logging off your PC.

1. Save and close all files which are stored on Novell services (v:\ and u:\)
2. Right click the Red N on the system tray in the bottom right hand corner of your screen. 
3. Select Novell Connections...




4. Click on "STAFF-AU"
5. Click Detach
6. Click Refresh and confirm that the window is empty
7. Click Close

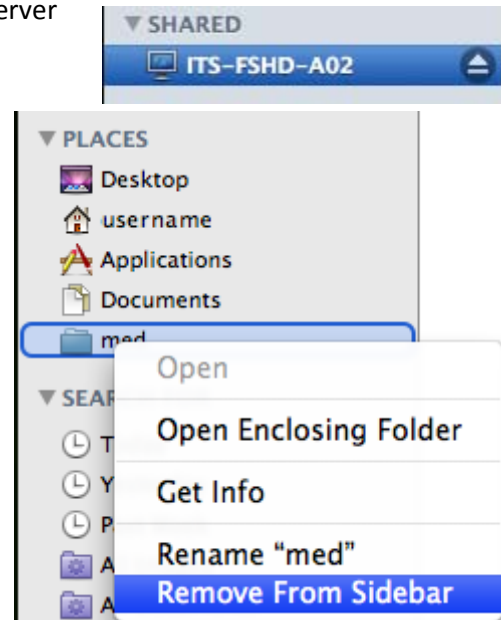




### For Mac users

Disconnect from Novell.


1. Open Finder 
2. Click the eject button to disconnect from the Novell server
3. Right click on any shortcuts on the sidebar that point to a Novell share
4. Click on Remove from Sidebar

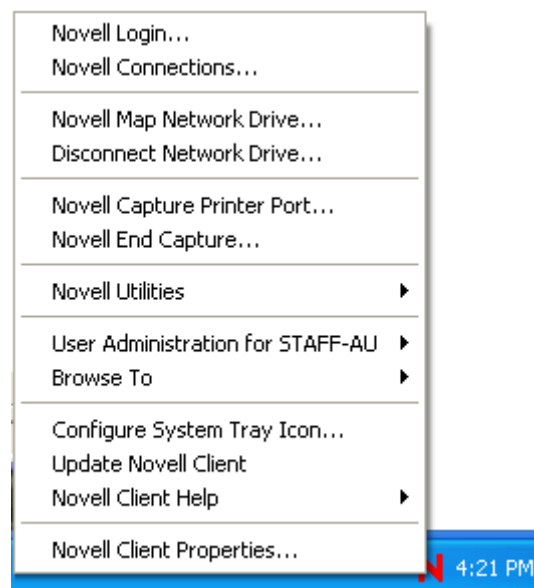


### Once your migration has been completed

#### For Windows users

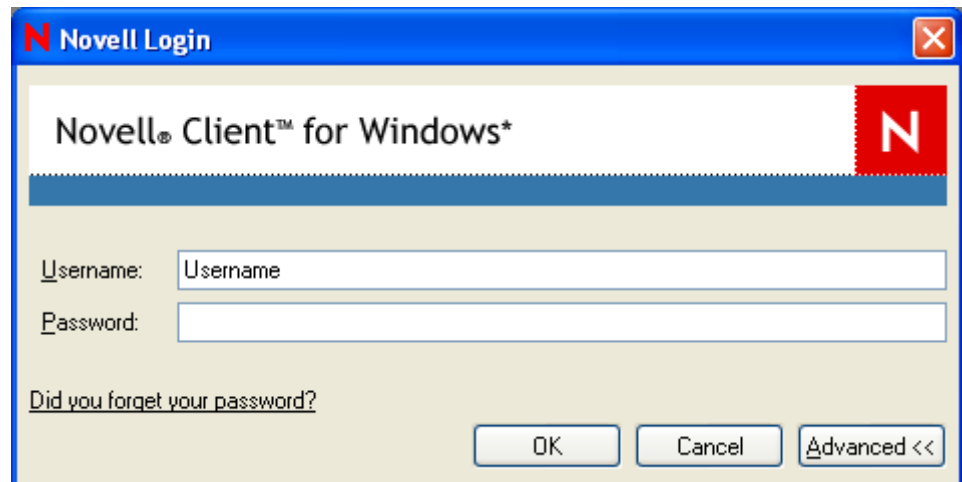
Log back into Novell. This can be done without restarting your computer.

1. Right click the Red N on the system tray in the bottom right hand corner of your screen. 
2. Select Novell Login...

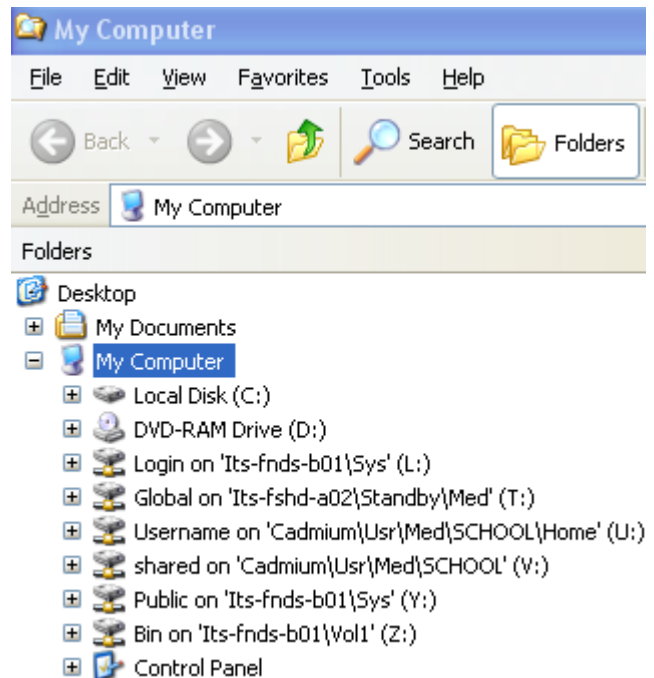




3. Click the Advanced button
4. Type your username into the Username field (even if your username is already there, retype it)



5. Type your password in the password field and click OK
6. Once you have logged in check that you can still access your data on v:\ and u:\ drives

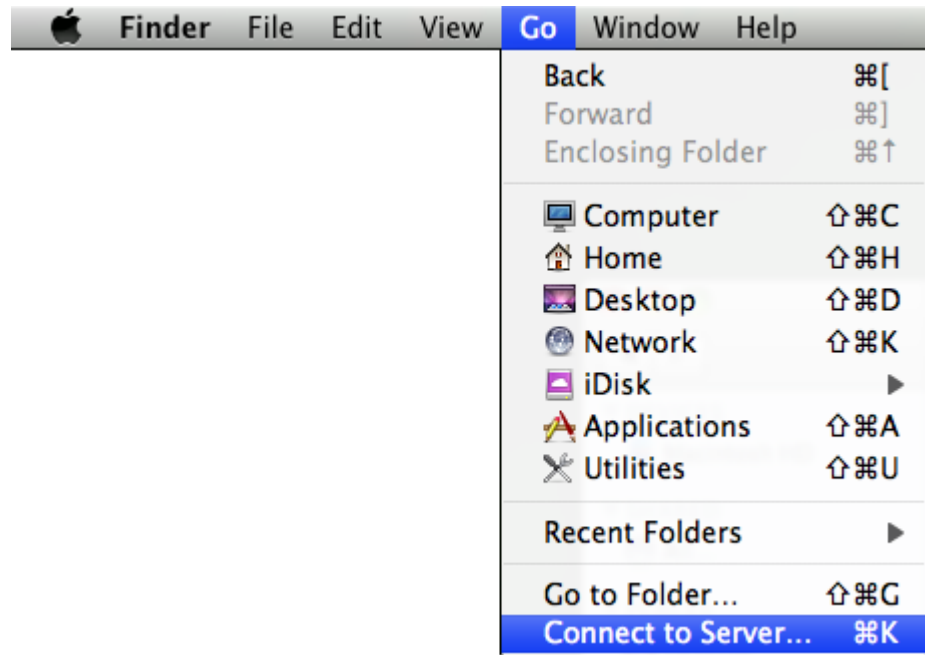




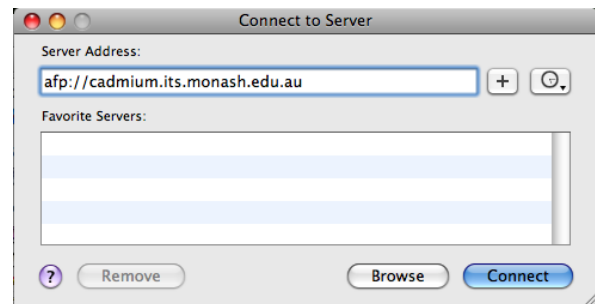
## For Mac users

Connect to the new Novell server

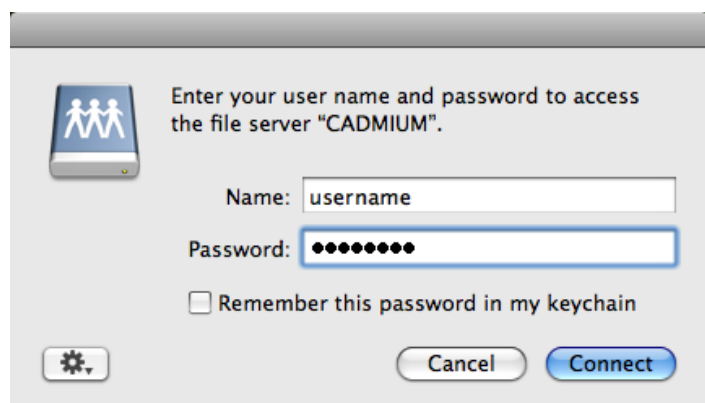
1. In Finder click on Go
2. Select Connect to Server...



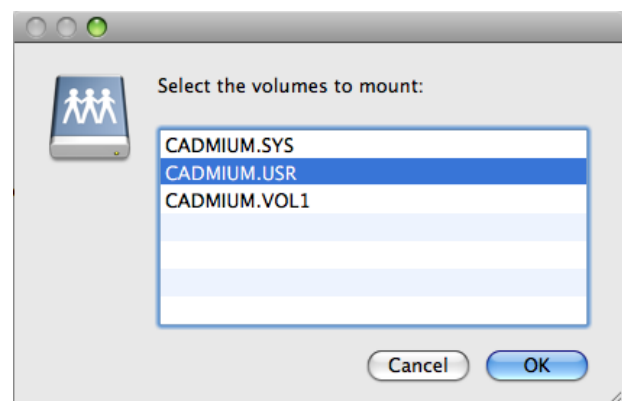
3. In the Server Address field type "afp://cadmium.its.monash.edu.au"
4. Click connect



5. Type your Novell username and Simple password in the required fields and click Connect



6. Select CADMIUM.USR and Click OK

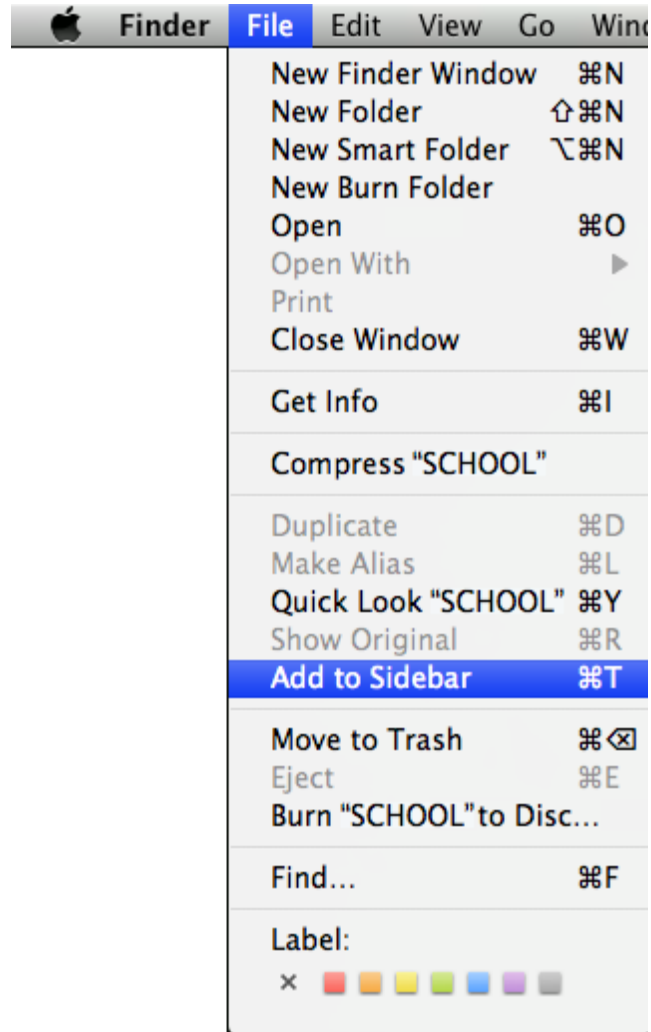




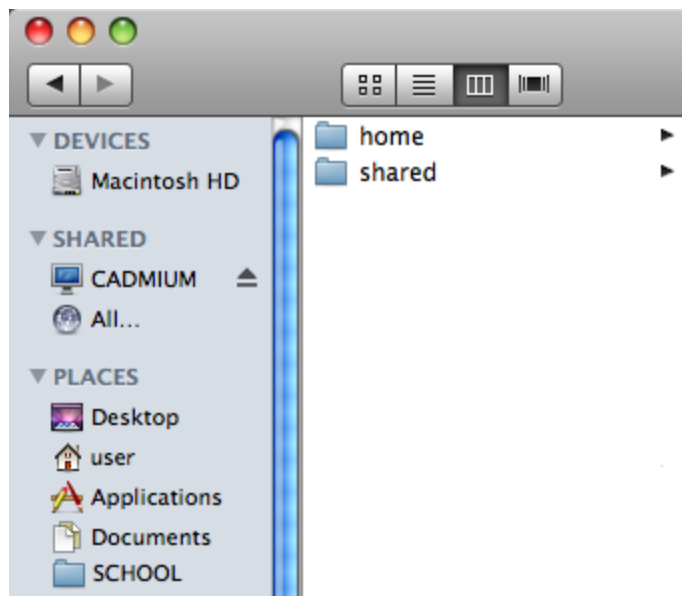
7. Click on CADMIUM.USR  
-> med ->  
SCHOOL



8. Click File
9. Click Add to Sidebar



10. Once this is done, check you can access your Home and Shared drives by clicking on SCHOOL on the sidebar



Note: Your data may have moved locations as part of the migration. All data has been moved over and no data will be lost.



**What about data on c drive?**

Also please take this opportunity to make sure that all of your Monash data is stored on a University storage area and not on your local hard drive (C:\). This will ensure that your data is backed up, so if there is a catastrophic failure on your computer, your data can be recovered.

If you are unsure on where to save your data please see your manager.

Thanks

Desktop Services

Technology Services Group

Faculty of Medicine, Nursing and Health Sciences