



Accessing your CCSF HP UNIX account requires logging in to start and logging out when you leave.

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Just the highlights

Your **Login ID** is your CCSF Gmail name. *

Your instructor can provide your login name if s/he requested it with the class list.

Or, log in to your WebSTARS account and find it there under *Personal Information*.

For a more detailed explanation, with examples, please refer to the ACRC handout *What's my mail.ccsf.edu login name?*

* As of January, 2011, your **Login ID** is formatted differently if you have requested not to have a CCSF Gmail account. In this case, your Login Name is:

the first letter of your first name, followed by
the first four letters of your last name (fewer for a shorter name), followed by
three digits (assigned for your use).

This special login name is emailed to your instructor.

(Please see *Login Names at CCSF* on page 3 for additional explanation regarding the login ID.)

Your **First Password** is based on your birth date. It is:

the first 3 letters of your birth month, followed by
two numbers for the day of your birth, followed by
two numbers for the year of your birth.

Example

If you were born on 5/2/82, your initial password would be: may0282

(Please refer to *Passwords* on page 3 for additional considerations regarding passwords.)

Definitions

- **Logging In** is the process of passing through the "security checks" for **login** and **password**. If you don't log in properly, you won't be able to access the UNIX system at all.
- **Logging Out** with the command **exit** disconnects you from the system and requires the next user to go through the logging in procedure. If you don't log off, the next person sitting at the workstation will be able to access your files: read them, or change or erase them.
- **Please note:** There are *three different* intranets in the ACRC: Windows, Macintosh OS X, and Linux. For the Windows intranet, there are *two* different login procedures required in order to connect to an HP UNIX account.
 - the login to your individual Windows intranet account, and
 - the login to your individual HP UNIX Hills account.

A note on the term "Enter"

- During orientations, in class, and in textbooks and manuals you will be asked to "Enter" something. "*Enter*" means "Type the material in; then strike the *Enter* key."
- You must strike the *Enter* key after you type in a command to the system. *Enter* actually sends the line you have typed to be processed.

A note on the UNIX prompt

- After May, 2003, all new UNIX accounts default to a bash shell environment.
The current UNIX prompt in bash shell is: `bash-3.2$`

General guidelines

- To use CCSF's HP UNIX, you must have an HP UNIX account. This requires registration in a CS/CNIT class or another CCSF class that provides access to UNIX.

Throughout the LOGIN and PASSWORD CHANGE procedures, remember

- UNIX is **case-sensitive**. The initial login/password sequence should be entered entirely in lowercase. Be certain that the *Caps Lock* is *off*. (And if you create a new password with both upper- and lowercase letters, you must remember to enter it exactly the same way each time.)
- If you use the numeric keypad to enter numbers, be certain that the *Num Lock* is *on*.

Once you have logged in and the UNIX prompt appears on the left side of the line, remember:

- UNIX commands are primarily in lower case. If you get an error message after entering a command, check that you have typed it in lower case.
- UNIX is case-sensitive: CAPITAL LETTERS and lowercase letters mean different things to UNIX. The command **ls** (lowercase) is completely different from **LS** or **Ls**

Accessing HP UNIX

- CS/CNIT students using the HP UNIX system can SSH to HP UNIX from any of the ACRC intranet stations. Please refer to the ACRC map to locate the intranet you need to use.
- The Windows and the Macintosh intranets cannot be accessed remotely.
- Remote users whose computers have telnet capabilities may access their hills accounts via their ISP (Internet Service Provider) by using the host address or the IPA (Internet Protocol Address):

`telnet hills.ccsf.edu` or `telnet 147.144.1.2`

DO NOT telnet to "ccsf.edu": it will *not* default to hills server.

- **CAUTION:** *telnet* connections are *not* secure. We recommend that remote users download an SSH application for use. The Secure Shell Client the ACRC uses may be downloaded free. In the location bar of the browser, enter:

`ftp://sol.ccsf.edu/SSH`

You may download any of the Secure Shell Clients, but to use the same Secure Shell on your home computer as you use on the Windows Intranetwork in the ACRC, download the file named **sshSecureShellClient-3.2.9.exe**.

Login names at CCSF

When you register for a class that provides HP UNIX use, you are assigned a login name unique to you. Other than a few exceptional cases, your login is based on your name following the format in the handout *What's my mail.ccsf.edu login name?*.

- To prevent duplicate logins, the number(s) at the end of the login name are different for each student. Following the login example on page 1, if there were a Sulim Razkofsky, his login might be **srzkof2** or **srzko12**, or even **srzk123**, depending on how many other students had the same initial letters.
- Your instructor can look up your login ID for you. If you have a CCSF Gmail account, you can find it yourself in your WebSTARS account on the *Personal Information* page. It's impossible to guess the digits at the end, especially if you have a common name like Wong, Nguyen, or Jones.
- If you have problems with your login name, check with your instructor to make sure that your name appears on the class list as an officially registered student.
- Your login name does not change unless you apply for a name change at the Admissions and Records office.

Passwords

You will have to change your HP UNIX password the first time you login to your HP UNIX account. Before you start the login process, consider your new password carefully.

Why you Need a Password

- A password is part of security: for you and for the system.
- A password protects your work. If your password were known or easily determined, other people could steal, damage, or erase your work, or do something for which you might be blamed. Make your password difficult for others to guess. (See the next section for suggestions.)
- Make up a password that you can remember. (If you **MUST**, write it down, but don't make it obvious.)

Rules for Passwords at CCSF

- Passwords **must** be 6 to 10 characters long.
- They **must** contain at least 2 letters and 1 number.
- **Don't** use blank spaces or characters that have special meaning in UNIX, like: * ? / \ ! The period (.), the hyphen (-), and the underscore (_) are permitted for use in a password.
- New passwords must differ from current passwords in at least 3 positions.

Suggestions

- Don't use obvious passwords like your first or last names; even words found in the dictionary are not recommended.
- Think of a phrase that you can remember; use the first letters of the words (and include at least one number).

Examples

- idw2dt1 From the first letters and numbers of the phrase:
I don't want to do this one
- Nitt4agm From: (note the use of a capital letter)
Now is the time for all good men

Changing Your Password after Your First Login

When you log in to your HP UNIX account the first time, you'll be required to change your password. (This is explained in detail on pages 5-7.)

The system will require you to change your password approximately every 100 days.

However, you may change your password at any time if you follow these steps:

- At the UNIX prompt, enter the command: `passwd`
- The system responds:
Changing password for <login>
and prompts for the
Old password:
- Enter your current password (for security purposes).
- The following prompt appears:
New password:
- You have approximately 60 seconds to enter your new password, or the system might end the process.
- Enter new password (see rules below).
- Confirm your new password by entering your new password a second time:
Re-enter new password:
If the two entries do not match, you'll have to start over again.
- You will also have to start over if you get an error message such as:
Password is too short – must be at least 6 characters
- If you make repeated typographical errors, the system will end the *passwd* command sequence with the message:
Too many failures — try later.

If You Forget Your Password

ACRC staff can reset your password if you've forgotten it. You must show your current CCSF student ID and photo identification (like a driver's license). This can *only* be done in person and only when the lab is open. Telephone requests cannot be honored.

If Your Account is Disabled

ACRC staff can activate disabled accounts.

UNIX accounts become disabled when:

- there is no successful login for a period of at least 100 days;
- there have been too many unsuccessful login attempts.

The first time login process in detail

- 1: **Login to Your Windows Intranet Account**
- 2: **Change Your Windows Intranet Password**

For the Windows Intranet, details of these steps are illustrated with screen images in the *Windows Login/Logout Procedures* handout, pages 1-2.

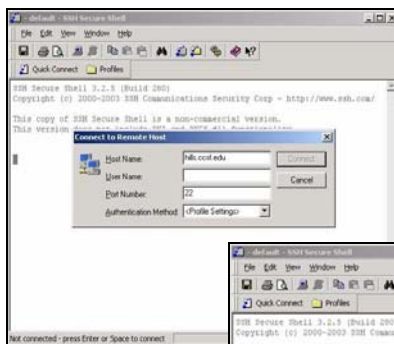
3: Open a Secure Shell Connection

- Wait a minute for the Windows desktop to load.
- When the desktop appears, double-click the *SSH Secure Shell Client* icon on the desktop; OR, if the shortcut is not available:
 - click the *Start* button on the taskbar;
 - click on the *All Programs* menu arrow in the lower left;
 - click on the *SSH Secure Shell* selection;
 - click on *SSH Secure Shell Client*.

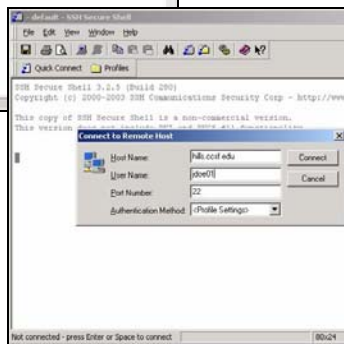


All the intranets in the ACRC support secure shell applications. Step 3 directs Windows Intranet users.

SSH Secure Shell Client supports most of the control key combinations, provides better security, and allows easier downloading.



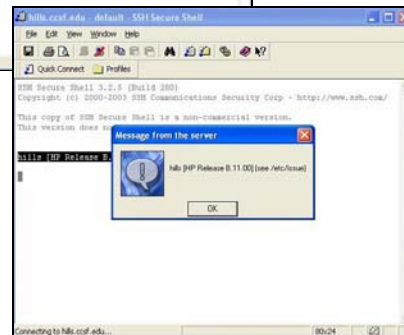
4a



4b



4c



4d

4: Login to HP UNIX

- From the *default – SSH Secure Shell* window, strike the *Enter* key (or the *Space* bar).

CAUTION: **DON'T USE THE MOUSE IN THE UNIX ENVIRONMENT.**

Once you've logged on to HP UNIX, put the mouse aside and preferably out of reach. Using the mouse within the UNIX environment can be troublesome and unpredictable.

Do not resume use of the mouse until you have logged off your HP UNIX account.

- The *Connect to Remote Host* dialog box appears. (Shown in screen image 4a, above.)
- Be sure the host name is entered and spelled correctly: **hills.ccsf.edu**
- Enter your hills login ID in the box labeled *User Name*. (Refer to screen image 4b, above.)
- Click the *Connect* button.
- Click the *No* button when the *Host Identification dialog box* appears. (4c)
- Click the *OK* button or strike the *Enter* key when the *Message from Server* box appears. (4d)

5: Your First Time Password

- Type your assigned initial password in the *Enter Authentication* dialog box. (See image 5.)
- The password is never displayed; it is masked with asterisks.

Typing Errors

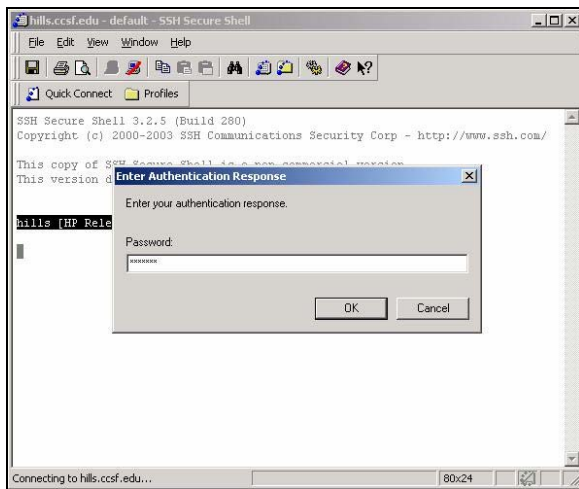
The *Enter Authentication* box will appear repeatedly if your password is entered incorrectly or if it is received incorrectly.

- Check the *Caps Lock* status. Make sure it is *off*. UNIX is case sensitive.
- Check the *Num Lock* status. Make sure it is on if you are entering digits from the numeric keypad on the right.

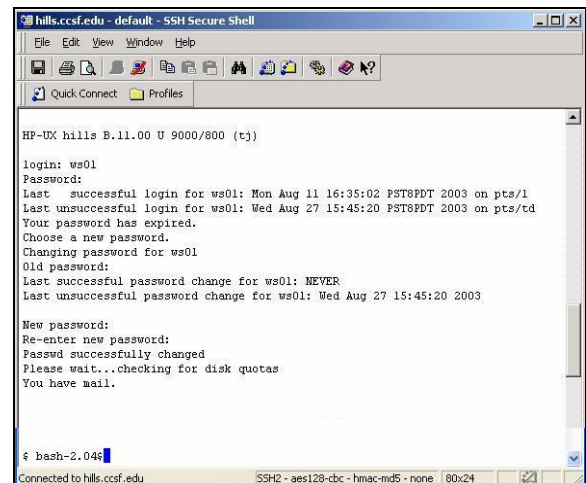
Password Problems

If your birth date is erroneously entered at registration, you will have problems logging in. Here are some things to try before giving up when typing in your initial password:

- Leave out the zero if you have one in your date.
- Reverse the zero and the other digit in a portion of your date: if you have a 10, try 01; for 09 try 90.
- If you still don't succeed, lab staff can change your password but current CCSF student ID and photo identification are required.



5



6

6: Change to your own password

- At this point, a student logging in for the first time is **forced** to customize his or her password. (See screen image 6.)
- To start the process, the system wants to confirm your identity with the prompt:
Old password:
- Enter the current password (the birth date) again.
THE PASSWORD DOES NOT SHOW ON THE SCREEN.
THE CURSOR DOES NOT MOVE.
Don't panic — the system really is receiving it.
- Then, you will see the prompt: *Enter new password:*
- After the first entry, a second prompt will ask you to *Re-enter the password*, to check spelling.
- If the passwords don't match, the re-entry sequence will start again.
- If you re-enter a new password incorrectly too many times, you will get the message:
Too many failures – try later.
- Login is not possible until you have successfully changed your password. You may restart the process at step 4 on page 5.)

CAUTION: Too many unsuccessful login attempts will disable your UNIX account. Ask ACRC staff to activate your account when they reset your password.

7: **Set the terminal type**

For most student accounts, setting the terminal type is automatic.

If the UNIX prompt does not appear:

- The displayed line will be: `TERM: (vt100)` or another `TERM` line.
- The bracketed suggestion, `vt100`, is the default and should work. Strike the *Enter* key to accept it. (This sets the `TERM` environment variable and defines the terminal emulation to be used.)
- The UNIX prompt on the left side of a new line indicates that you have successfully logged into the system.

Logging off

It's important to log out when you finish your work: if you don't, anyone can sit down at the station you left and stumble into your intranet account and/or your UNIX account if you left them both logged in. In this manner, another user can access any of your files in any way that you can: to change your work, to erase it, or to copy it.

Even if no one else finds your account open, your failure to log off might disable your logging in at another unit. It's a lot like leaving your telephone off the hook: callers attempting a connection will get a busy signal. The HP UNIX system might not disconnect your connection for (up to) 4 hours!

Make a point of logging off properly at the end of every session:

Do NOT exit your HP UNIX account by clicking the **X** button in the upper right corner. This will close the *SSH Secure Shell Client* window, but UNIX processes might continue to run and cause problems with your next account connection.

Once you have exited UNIX, you may resume use of the mouse.

Enter the command **exit** at a UNIX prompt to log off and to disconnect from your UNIX account. When the *logout* response displays, use the mouse to click the *File* menu and select the *Exit* option to close the window.

Restarting a Windows Intranet Station

Some assignments that students do will alter the Windows desktops and *START* menus.

If the applications you need are missing or if it is difficult to find your application(s) because the desktop is cluttered with so many files, you should restart the unit:

- Use the mouse to click the *START* button.
(It's the round button with the Windows logo on the left side of the taskbar.)
- In the lower right corner of the *START* menu, click the *RIGHT ARROW*.
- Select the *RESTART* option from the menu that pops up.
- It will take about a minute for the intranet login screen to appear.

In the case of the Windows Intranet, sometimes a station that's been logged off the network for awhile will not be able to connect to it. If you can't get past the Windows login screen, strike the *Escape* key and attempt to login again.

Just the highlights

Logging in to HP UNIX in the ACRC

- 1: *Login to the Intranet account your instructor told you to use.*
 - Type the name of the intranet account in the **Username** box.
 - Tab to the **Password** box; enter your intranet password.
- 2: *Open a secure SSH connection.*

For the Windows Intranet:

 - Double-click the *SSH Client* icon on the Desktop.
 - Strike the *Enter* key or the *Space* bar to initiate a connection to the *HP UNIX Hills Server*.
- 3: *Login to HP UNIX.*
 - Make sure the host name is **hills.ccsf.edu**
 - At the *User Name* prompt, enter your login name.
Lowercase only. Num Lock on. (See *General Guidelines* on page 2.)
 - Click the mouse or strike the *Enter* key to connect.
 - Click the *No* button when the *Host Identification dialog box* appears.
 - Click the *OK* button or strike the *Enter* key when the *Message from Server* box appears.
 - Type your assigned password in the *Enter Password* dialog box.
 - Login is accomplished when the *UNIX* prompt appears.

A brief interval might be required. A *Requesting New Channel* message displays in the lower left corner of the *SSH* window to assure you that log in is in progress.

Logging off of HP UNIX in the ACRC

Logging out of your UNIX account is necessary for maintaining its security. Logging off the intranet account is necessary for network operations.

- 1: *Exit UNIX and the SSH window when you have finished working.*
 - At the UNIX prompt, enter the command **exit**.
The *logout* response displays but the SSH window does not close.
[It's okay to use the mouse now.]
Click the *File* menu and select *Exit* to close the *SSH Client* window.
- 2: *Log off your intranet account.*

For the Windows Intranet:

 - Click the round *Start* button (with the Windows logo) on the taskbar.
 - In the lower right corner of the *START* menu, click on the *RIGHT ARROW*.
 - Click the *Log Off* option at the top of the menu that pops up.

After a minute, the intranet login window will display, ready for the next login.

These instructions only highlight the logging in and the logging out processes. A more detailed explanation begins on page 5 and includes features of the first-time login.