



INFORMATION TECHNOLOGY WELCOMES YOU TO TCNJ! TCNJ EMPLOYEE ACCOUNTS

Unix - Email, SOCS, Webpage, Library Databases	Employee/student account managed by IT
Novell - Network drives/printers	Employee/student account managed by IT
ARTIE* - Online system to submit grades	Employee account managed by Records & Registration
TESS* - Online system to register for classes	Student account managed by Records & Registration

***Records & Registration** is located in Green Hall, Room 112

ARTIE Hotline – (609) 771-2826

TESS Hotline – (609) 771-2648

EMPLOYEE IT ACCOUNTS

- ◆ Departments complete the Adjunct Contract Database with faculty course assignment
- ◆ HR adds new employees to EIS (Employee Information System)
- ◆ Unix accounts are automatically generated overnight
- ◆ Novell accounts are created manually the following Tuesday or Thursday to provide appropriate access
- ◆ It may take up to 4 days for SOCS to update with course assignment

FORGOT YOUR UNIX OR NOVELL PASSWORD?

Visit the IT Help Desk with your College ID
Monday – Friday (8:30 AM - 4:30 PM)
Green Hall • Room 6

FORGOT YOUR ARTIE PASSWORD?

Contact Records & Registration
Monday – Friday (8:30 AM - 4:30 PM)
(609) 771-2826

ACCESS EMAIL (UNIX) & NOVELL ACCOUNT INFORMATION

- ◆ Account information can be accessed using any computer with internet access
- ◆ Open Internet Explorer, Firefox or another browser
- ◆ In the location field, type: account.tcnj.edu & press Enter (Do not type www)
- ◆ Select **Account Lookup**
- ◆ Complete the application & click **Get Account Info** (Employee ID#, Student ID# or GetIt Card # required)
- ◆ Your login user name/password for **UNIX** (email) & **NOVELL** (network) accounts will be displayed

If you get an error: “Sorry, could not find matching account,” confirm that all necessary paperwork has been completed at Human Resources & that your information has been entered into EIS.

Novell account is required to use office, lab & multimedia computers.

CHANGE YOUR NOVELL PASSWORD (Network drives, network printing, SAL)

- ◆ Log onto Novell on an on-campus computer
- ◆ Press Control + Alt + Delete
- ◆ Click on Change Password
- ◆ Type old (current) password in Old Password field
- ◆ Type new password in New Password field
- ◆ Retype new password in Confirm New Password field
- ◆ Click on OK

ACCESS YOUR EMAIL ON-CAMPUS/OFF-CAMPUS

- ◆ Open Internet Explorer, Firefox or another browser (Website is not accessible via Safari.)
- ◆ In the location field, type: tcnjmail.tcnj.edu & press Enter (Do not type www)
- ◆ Type email user name & password & click on the **Login** button
- ◆ Computer Lab Locations – Hours & reservations (www.tcnj.edu/~it/labs.html)
- ◆ Help Desk – Trouble-shooting & virus information/alerts (www.tcnj.edu/~helpdesk)
- ◆ SOCS – Online communication between students & professors (socs.tcnj.edu)
- ◆ Instructional Technology Services - View & use some of our latest acquisitions including CD burners, scanners & photo quality printers (Library Room 4,) (its.intrasun.tcnj.edu/)

Webpages can also be accessed from the IT webpage:
www.tcnj.edu/~it

CHANGE YOUR UNIX PASSWORD (Email, YESS, SOCS, Webpage, Library Databases)

- ◆ Open Internet Explorer or another browser
- ◆ In the location field, type: account.tcnj.edu & press Enter (Do not type www)
- ◆ Click on Password Manager link (on left)
- ◆ Type email user name
- ◆ Type current password, the new password & retype the new password to verify
- ◆ Click Update Password button, then Close Window