How to create a NOVELL Account:

• A Novell Account can be created on any computer labs on both campuses.  
• At the Login screen, type newuser in the User Name field, hit Tab and then hit Enter.  
• Follow the instructions on the screen and listed below:
  
  ➢ **Campus Selection** – Choose your Campus.  
  ➢ **Acceptable Use Policy for Computer Usage** – To create a Novell Account, you must agree to follow the University’s policy.  
  ➢ **Authentication Method** – Select Student and then select Student ID (not Social Security number) as the Authentication Method, then hit Continue.  
  ➢ **General Information** – Enter all necessary information and hit Continue.  
  ➢ **Choose Password** – Select a temporary password for now and enter it twice.  

• Once your Novell Account is successfully created, Log Off from the computer (ignore “Start Over” prompt and click the ☒ at the top right of the screen) and then Login (click start at the bottom left of the screen) using the account information that was just created.  
• After successful logon, the system will prompt you to change your password. At this point, you should select a permanent password.  
• If the system is unable to locate your information, please see a Lab Assistant for further assistance.  

About NOVELL Accounts:

• Available at no extra cost to all FDU students  
• Provides access to FDU’s Local Area Network  
  o Access to Professors’ public directories  
• Creates a personal directory on FDU’s server  
  o Located under L:\STUDENTS\username\  
  o Accessible on the Novell network on campus only  
  o 5 Megabytes maximum storage per student  
• Allows access to Laser Printers located in each of the labs  
  o First 200 printouts per semester are pre-paid by a $10 technology fee  
  o 5¢ per printout after the $10.00 initial credit has been used; billed by the Bursar at the end of the semester  
  o Dot Matrix printers have unlimited free usage