

# TJHSST Account Introduction

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## Changing your password

To change your password, you can do so using the following procedure:

- Download putty.exe from <http://www.chiark.greenend.org.uk/~sgtatham/putty/download.html>
- Double-click on it to run it (there is no installer)
- In the box that opens, make sure the Connection type is set to SSH and then in the Host Name field, type remote.tjhsst.edu, then click Open at the bottom of the window
- The box will disappear and be replaced with a black window; at the “login as:” prompt, type your username and hit enter
- A welcome message will be printed and then a password prompt will appear, type your current password and press enter to login. Note that this is a Linux system and as such no \*\* will be printed as you type.
- An additional welcome message will be printed and you will then be at a prompt of the form username@ltsp2 ~ \$
- Type kpasswd and press enter; then follow the onscreen instructions to change your password.
- To disconnect after changing your password, either type exit at the prompt or close the window.
- If you require any assistance with changing your password, please email [sysadmins@lists.tjhsst.edu](mailto:sysadmins@lists.tjhsst.edu)

## Email Account Access

You now have a TJHSST email account of the form [username@tjhsst.edu](mailto:username@tjhsst.edu) You can access this account via the TJHSST Webmail system at <https://webmail.tjhsst.edu> Note that to log into webmail you need to enter your **Username, NOT your email address**. All official school mailings will be sent to your TJHSST Email so please check it at least daily.

If you would like to download your TJHSST Email to another client (such as Microsoft Outlook, Mozilla Thunderbird, or Google Mail), you can do so with the following access information:

For IMAP (This is preferred as it will keep a copy of your messages on the TJHSST Servers so you can download to multiple locations)

IMAP server: imap.tjhsst.edu	Port: 993	Encryption Type: SSL	Requires Auth (TJHSST username/password)
SMTP server: smtp.tjhsst.edu	Port: 465	Encryption Type: SSL	Requires Auth (same as IMAP)

For POP3 (This is required for some older clients, however, it does not support email synchronization between multiple locations)

POP3 server: mail.tjhsst.edu	Port: 995	Encryption Type: SSL	Requires Auth (TJHSST username/password)
SMTP server: smtp.tjhsst.edu	Port: 465	Encryption Type: SSL	Requires Auth (same as POP3)

If you require any assistance with setting up your TJHSST Email account, please email the Student Systems Administrators at [sysadmins@lists.tjhsst.edu](mailto:sysadmins@lists.tjhsst.edu) and they will be able to assist you.

If you would like to forward your TJHSST Email to another email address, there is a guide on how to do so at: [http://www.tjhsst.edu/admin/livedoc/index.php/Forwarding\\_your\\_TJ\\_Email](http://www.tjhsst.edu/admin/livedoc/index.php/Forwarding_your_TJ_Email)

## Iodine Account Access

**Your Iodine Account will be created in August after your classes for this fall are scheduled. You will receive an email to your TJHSST Email at that point with instructions on how to access Iodine and view your course schedule.**

# TJHSST Network User Guidelines

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The TJHSST Tech Team and the Student Systems Administrators maintain a wide variety of information systems including, but not limited to, email accounts, the Student Intranet, computer labs and web resources. These resources are developed and maintained for the benefit of the school and all users are expected to assist in their successful operation.

To that end, the below guidelines are intended to help users understand appropriate access. By accessing TJHSST Network resources, you agree to be bound by these guidelines as well as the FCPS SR&R and Network AUP.

## Account Integrity

In order to access most TJHSST Network Resources, you will need a network account which will be created for you on or before the first day of school. You are required to use only your account and password to access TJHSST Network Resources. **Sharing of account information is not permitted.**

**Neither the TJHSST Tech Team nor the Student Systems Administrators will ever ask you for your password in any form. NEVER email your password to anyone. Violations of this policy will result in your account being disabled until you to meet with a member of the TJHSST Tech Team to reset your password.**

Many of our services are remotely accessible which means they are also open to remote attacks. While they are considered secure, absolute security cannot be guaranteed. To help protect your account, you should use a strong password (at least 8 characters in length, including both upper and lower-case letters and a number or symbol). In addition, you should logout or lock your workstation if you must leave it for an extended period of time.

## System Integrity

Every user has a responsibility to help ensure the integrity of the TJHSST Network. To this end, launching attacks against or using TJHSST Network Resources is not permitted. Users should also report any attacks against their account.

In addition, use of the TJHSST E-Mail System to send or receive inappropriate messages is not permitted.

## Intellectual Property

The only software, other than students' projects, to be used on systems in the school's labs are those products for which the school owns a valid license or the school may legally use. Licensed/copyrighted software is not generally available for borrowing and may only be used at other sites with approval of instructor. Copyrighted software shall not be downloaded from the Internet or further transmitted in any form without compliance with all terms of a preauthorized licensing agreement. Infringement or violation of U. S. or international copyright laws or restrictions will not be tolerated.

## Violations

In the event that your account is used in violation of the above guidelines, the FCPS SR&R, or the FCPS AUP, part or all of your network access and privileges may be immediately suspended prior to your notification if necessary to protect the integrity and functionality of the network. This is in addition to any consequences laid out in the SR&R and AUP.

## Questions

**If you have any questions about these guidelines or acceptable network use, please contact the TJHSST Tech Team at [techteam@tjhsst.edu](mailto:techteam@tjhsst.edu) and we will be happy to assist you.**