

Sent June 8th, 2017 to Gettysburg Campus

All Faculty and Staff,

Please read this entire email.

On Tuesday morning, June 13th, 2017 there will be a major change to the on-campus network. At that time, the domain name of Active Directory will switch from LTSG.edu to ULS.edu. Active Directory is a Microsoft product that manages all the logins and network permissions. This includes logging into computers, accessing shared drives, printing, etc.

In preparation for this change all system should be left powered on the night before and if you have a laptop or a tablet please leave it on campus, docked and powered up, Monday night if at all possible.

Our intention is to perform the domain rename around 7:00 am. Once the rename has been completed each user on each computer will need to complete the following process. (Please note that if you log into more than one computer please go to each computer you regularly log into as yourself and complete this process.)

1. Log into the computer as yourself
2. After you are logged in, perform a "Restart"
3. Log into the computer a second time as yourself
4. After you are logged in, perform "Restart"
5. Log in and test your access to shared drives, perform a test print and open email
6. If you encounter any problems please email ITHelp@LTSG.edu, only if you are unable to access email should you call extension 3037
7. Please monitor email throughout the day in the event there is a need to communicate additional directions or information to you

We will be moving through the campus during the day testing and rebooting systems. Once we have tested a system and ensured that all needed reboots have been completed we will attach an orange dot to the monitor. Please do not remove these dots until you are asked to do so in a future email.

This change will not affect your email address. That change is scheduled for the following week and additional details for the email migration will be forthcoming.

As you may have gathered, this is a major change. We recommend you plan to have alternate work tasks lined up in the event your computer is not immediately usable or other unplanned issues arise during this process.

For those people with portable systems who are unable to leave them on campus Monday night this will not affect your ability to access your computer while you are off campus. However, once you return to campus you will not be able to successfully access the network until the IT Department has worked with your computer. Please advise us as soon as possible as to the date you will return to campus so we can be prepared to work on your system.

SPECIAL NOTE FOR SEMINARY RIDGE MUSEUM: This change does not impact the cash register/ticketing computers as they are not attached to Active Directory, however it does impact all other personal computers/laptops/tablets used by staff.

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As a final reminder, if you encounter any problems on Tuesday please email ITHelp@LTSG.edu so that we may monitor, triage and address the most critical issues.

Thank you for your assistance in this process.