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As part of Dornsife Technology Services’ (DTS) on-going efforts to upgrade our existing IT infrastructure, we will be migrating from a Novell® to Windows®-based platform for our file and directory servers. Complete the steps described in this document to successfully upgrade and migrate your system.

**NOTE:** Do not complete this process if you are using a MAC laptop.

Before you Begin

Before executing the migration tool, you will need to change your Dornsife password. Changing your password is a required part of the domain migration process.

**Enrolling in the Password Administration Portal**

Open a web browser and navigate to [http://mydornsife.usc.edu](http://mydornsife.usc.edu). Select the Dornsife Password Administration hyperlink.

The *Dornsife Password Administration* page displays.
The Dornsife Password Administration page displayed the temporary password you will need as part of the Domain Migration process. Copy the temporary password or write it down for use later. Select the Password Administration hyperlink to continue.

Enter your username (the part of your USC e-mail address that is before the @ symbol) and temporary password in the corresponding fields.

Select the Login button. The Password Administration Portal displays.

You will need to enroll in the Password Administration Portal. Select the Click Here button to continue.
The **Enrollment Tab** displays. The **Enrollment Tab** is the location from which you can configure your security questions and the corresponding answers. From the **Question** drop-down menus, select the security questions you want to use. The security question is how you will verify your identity, should you need to reset your password.

Select one question from each **Question** drop-down menu. Enter the answer to your security question in the corresponding field and then confirm the security question answer by re-entering it.
After you have finished choosing security questions and providing the answers, select the Enroll button. The Verification Code tab displays.

Enter your USC e-mail address is the Register Your Email Address(es) field. Enter the full e-mail address, as shown in the image above. Then, select the Enroll button. A confirmation message displays.

Your security questions have been saved. You may now proceed with running the migration tool.
Changing Your Password

After enrolling in the Dornsife Password Administration Portal, you will need to change your password. Select the **Change Password** tab, located at the top of the screen.

The *Change Your Password* screen is displayed. Enter your temporary password in the *Old Password* field. Enter the password you want to use in the *New Password* field. Enter the same password into the *Confirm New Password* field.

<table>
<thead>
<tr>
<th><strong>NOTE:</strong></th>
<th>Your new password must meet the password complexity requirements. To meet the password complexity requirements, your new password must contain the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• At least 6 characters</td>
</tr>
<tr>
<td></td>
<td>• 1 uppercase character (A through Z)</td>
</tr>
<tr>
<td></td>
<td>• 1 lowercase character (a through z)</td>
</tr>
<tr>
<td></td>
<td>• 1 digit (0 through 9)</td>
</tr>
<tr>
<td></td>
<td>• 1 special character (such as !, #, or %)</td>
</tr>
</tbody>
</table>

Additionally, your password cannot contain your first and/or last name, as this presents a security risk.
When you have finished, select the OK button.

Your password has been changed. Proceed to the next step of the migration process.
Running the Migration Tool

When your workstation is ready to be joined to the domain, an icon similar to the following will appear in your Zenworks Window.

If you are not connected to the USC network, connect your workstation before running the configuration tool (remote users will need to connect to the network via VPN). If/when you are connected to the USC network, double-click the **Domain Migration** icon.

The migration tool downloads the necessary files to complete the migration.
When the migration process is complete, you will be prompted to restart your computer.

Select the Yes button. Your computer will restart. When the computer finishes restarting, enter your username and password (the password you created earlier in the process) to log into your computer.

Note: Any saved passwords, for things like e-mail accounts, will need to be updated after the domain migration process is complete.

The domain migration process is now complete. Your desktop, shared and personal files are accessible as they were previously. If you encounter any issues with the domain join process, please contact Technical Support at ts@usc.edu or (213) 740-2775 for assistance.
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