DOMAIN MIGRATION

USER’S GUIDE

WINDOWS OPERATING SYSTEM

APRIL 2014
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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.

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://mydornsie.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.

**NOTE:** Your new password must meet the password complexity requirements. To meet the password complexity requirements, your new password must contain the following:

- At least 6 characters
- 1 uppercase character (A through Z)
- 1 lowercase character (a through z)
- 1 digit (0 through 9)
- 1 special character (such as !, #, or %)

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 on your desktop.

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.

You will be prompted to enter your domain credentials. In the *User name* field, enter your USC user ID. In the *Password* field, enter your new password that you created in the previous section.

After successfully entering your domain credentials, your computer will prompt you to restart. Select the **OK** button on the prompt screen to restart the computer.
When the computer is finished restarting, a login screen similar to the following will be displayed.

Note: The login screen appears differently in Windows XP. An example of the login screen is below.

Select the Other User account. Username and password fields are displayed.
The login screen appears differently in Windows XP. An example of the login screen is below.

In the username field, “dts\” should be displayed. Enter your username into the field after “dts\.” For example, if your USC ID is JSmith, the username field should appear as: dts\JSmith. Enter your password in the Password field and then select the right facing arrow to complete the login.

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

The domain join 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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