**Admin Rights**
Call 1-4357 and ask them to give you Admin Rights *generally you will have these rights for 24 hours*. You must provide them with the **AHC Device Number** *located on a bright green sticker attached to your device*. Once they give you **Rights**, wait 5 minutes and then log-off your computer twice.

**Computer/Workstation PC Passwords**
When you change your password on your workstation PC, you must plug your laptop into a **UMN Network Jack** to keep your login credentials the same as your workstation PC.

**Note:** PC passwords must be changed every 120 days (every 4 months).

**Laptops**
You must plug your laptop into a **UMN Network Jack** (blue cable) once every 3 months in order to maintain an Active Directory (AD) account. An AD account is disabled after 91 days of network inactivity (you can call 1-4357 to re-instate the account). After 1 year of network inactivity the AD account is deleted from the system and you must call 1-4357 to have the device added back onto your AD account.

**HIGHLY RECOMMENDED**
Plug your laptop into a **UMN Network Jack** every 30 days to avoid any network (AD) issues as well as keeping your computer software up-to-date.

**Server Information**
Email **ahcacct@umn.edu**; you can also visit their web page.

**VPN (Virtual Private Network) Users**
As a VPN (remote user) you have the ability to login to your workstation from a remote computer/location. This means that you cannot login to any other AHC device unless your credentials have been specifically added to that to particular device. Call 1-4357 to add a device to your AD account.

**Non-VPN Users**
If you are not a remote user, you can login to any AHC device with your AD credentials (X500 and password).
X500 Password
X500 password expires once per year and you will be prompted to change your password in advance.

EMAIL ACCOUNTS

- Faculty and staff that leave the University will have access to their UMN email account for approximately 2-3 weeks.
- Faculty and staff that retire from the UMN or was a UMN student will have access to their UMN email account forever.