

# Star Point

Owner: Seth Horwitz

Last Review: 2014-03-26

Audience: All Star Café Members

Planned Review: 2015-01-24

## How to Log Into the Star Cafe

### A. Summary:

To access most of the Star Café (AFSC's Intranet), you must log in by submitting a unique Username and Password. This Star Point describes the process of logging in to the Star Café.

### B. Key Points:

- Entering into most areas of the Star Café requires that you log in with a unique Username and Password.
- Star Café Usernames, just as AFSC network usernames, are in the format [username@afsc.org](mailto:username@afsc.org) regardless of whether the account has email or not. [Note: the former "AFSC\" format for usernames has been replaced.]
- Star Café Passwords are at least 9 characters of some combination of letters, numbers and special characters.
- You can change your own Password at <http://www.starcafe.org/password>.
- Any questions or problems should be directed to the IT Helpdesk at [helpdesk@afsc.org](mailto:helpdesk@afsc.org) or 800-500-2372 or 215-241-7850.

### C. Details:

To access most of the Star Café (AFSC's Intranet), you must log in. There are some parts of the Star Café (e.g., the Star Café Home Page, at <https://www.starcafe.org>), which DON'T require you to log in, but these are very few, and generally don't contain any meaningful information.

Logging into the Star Café means entering a unique Username and Password (sometimes referred to as "credentials".) This process identifies you with a particular account, which can be granted access to different parts (or "Rooms") of the Star Café. Each Star Café Room has an "owner", who determines which people's accounts should have access to the Room and its contents. There are also different "levels" of access, notably defined by whether people can add or modify content, or only see and read the content.

When you try to access a part of the Star Café that requires you to log in you will be prompted to enter two pieces of information: your Username and your Password. If you are at a page in the Star Café that does not require you to log in (e.g., the Star Café Home Page – <https://www.starcafe.org>), and you have not yet logged in, you will see a link that says "Sign in" in the upper LEFT-hand corner of the page. Clicking on this link will also prompt you to enter your Username and Password. (NOTE: Some AFSC staff, whose computers are connected to the AFSC Network, may be logged in

automatically, and not see these prompts.) Once you are logged in, your name will appear in the upper RIGHT-hand corner of the screen.

A Star Café account is really an AFSC Network account. So, if you have access to other parts of the AFSC Network, including email using an @afsc.org email address, they all use the same Username and Password.

### **Entering your Username:**

Star Café Usernames, just as AFSC network usernames, are now in the format [username@afsc.org](mailto:username@afsc.org) regardless of whether the account has email or not. [Note: the former "AFSC\" format for usernames has been replaced.]

Star Café Usernames, just as AFSC network usernames, are now in the format [username@afsc.org](mailto:username@afsc.org) where the "username" portion is a unique set of characters assigned by the administrator based on the user's name. The former "AFSC\" format for usernames has been replaced by the [username@afsc.org](mailto:username@afsc.org) regardless of whether the account has AFSC email or not. For accounts other than AFSC staff the username is usually derived from the "local" part of their email address (i.e., the part of their email address before the @ sign). For example:

- What was AFSC\rjones would now be rjones@afsc.org
- What was AFSC\mdyer1611 would now be mdyer1611@afsc.org
- What was AFSC\lucritiam would now be lucritiam@afsc.org

The @afsc.org part of your Username identifies the AFSC domain for the network or *Office 365* in the cloud.

Usernames are not case-sensitive, and do not contain any spaces.

Note that, in some cases, you may notice that the Username box is already filled in with a Username, but verify that it is the correct username, and the format is "username@afsc.org". If it is incorrect, delete it, and re-enter your Username in the format described above.

### **Entering your Password:**

Your Password is a set of alphabetic, numeric and/or special characters that is associated with your Username. You can change your Password at any time (instructions below).

Passwords ARE case-sensitive, contain no spaces and must be enter ***precisely***.

Typically, when AFSC's IT Department issues a new Star Café (or AFSC Network) account, the initial Password is pre-set, using a formula based the date the account was created. For example:

□ frJa24,2014 (referring to Friday, January 24, 2014)

In the example above, only the "J" is capitalized, the "0" is the number zero (not the letter "O"), and the comma is an integral part of the Password.

***If you don't know your Password***, contact the IT Helpdesk ([helpdesk@afsc.org](mailto:helpdesk@afsc.org) or 800-500-2372 or 215-241-7850). Helpdesk staff do not know your Password, and cannot tell you what it is, but they CAN re-set it to something new (which you can then change the next time you log in).

### **Changing your Password:**

After you've logged in successfully to the Star Café, you can change your password any time you like. Go to the Star Café Password Change page at <https://www.starcafe.org/password>.

On that page you will need to submit your Username (which may already be filled in), your old (current) Password, and your new (desired) Password.

The requirements for a new Password are as follows:

1. The password must be at least 9 characters in length (though IT recommends a minimum of 15 characters).
2. The password may NOT contain any three consecutive letters of your name or email address.
3. The password must include at least one character in at least 3 out of 4 of the following categories:
  - a. Uppercase letter: ABCDEFGHIJKLMNOPQRSTUVWXYZ
  - b. Lowercase letter: abcdefghijklmnopqrstuvwxyz
  - c. Number: 1234567890
  - d. Punctuation or special character: ~!@#\$%^&\*\_-+=`|\(){}[]:;'"<>.,?/

If you have any questions or problems with logging in or changing your Password, please contact the IT Helpdesk at [helpdesk@afsc.org](mailto:helpdesk@afsc.org) or 800-500-2372 or 215-2417850.