

MIGRATING TO OCIO SERVICES

College of Public Health

WHAT DO I NEED TO KNOW?

The migration process will restart your machine several times, so you cannot log on or remote in until the entire process is completed. IT Service Desk technicians will be on site the next day to assist with any post migration issues that may arise. A list of changes you need to be aware of are listed below.

LOGIN & COMPUTER INACTIVITY

At each login, you will be prompted to read the usage terms and click "OK". If you are an Ohio State employee, you will then type in your Ohio State username (lastname.#) and password. If your computer is inactive for 15 minutes it will be locked. You can unlock the computer by logging back in with your Ohio State credentials.

EMAIL & SKYPE FOR BUSINESS

At first, you may notice some short delays in MS Outlook when reading or sending emails. This may happen for a short period of time while your emails are being cached locally on your computer. You may also be prompted to enter your username and password for Outlook and Skype for Business.

NETWORK DRIVES

You will see the following drive mappings:

- Drive K - A shared drive to collaborate with other OCIO supported areas.
- Drive U - A drive to store files only available to you.

There will be several changes to existing drive mappings. Previous letter mappings will be subfolders within the K: drive under K:\CPH_Legacy. The departmental folders will now be under K:\CPH_Legacy\Divisions. For example, the T: drive will now be under K:\CPH_Legacy\Divisions\Transfer.

SHORTCUTS

Any icons on your computer that are shortcuts to documents/applications/folders referencing the old drive letters (i.e. L, P, etc.) will need to be updated or they will no longer work.



PRINTING

The printer names are changing. New printers can be identified by going to Devices and Printers and searching for the printers that say “on CIO-BCDPROD-PS*.bcd.it.osu.edu”. All printers will be named with CPH-CZ-<room#>-<printermodel>. An example of a printer name you will see is: \\CIO-BCDPROD-PS3.bcd.it.osu.edu\CPH-CZ-276-XEROX7845. You will likely need to set your default printer again. You can also request access to specific printers by using [Self Service](#). [Click to read the instructions](#) for requesting printer access.

LOCAL ADMINISTRATIVE PRIVILEGES (LAPS)

If you need LAPS, you will need to request them through the OCIO Self Service portal by following the instructions below:

1. [Log in to the Self Service portal](#).
2. Click “Order Services” in the left column.
3. Select the Client Computing Services category on the right.
4. Scroll down to click on “Request/Renew Local Administrative Privileges For Desktop”.

Most users do not need LAPS. [Click to read this comprehensive article](#) for more information about LAPS eligibility and the process.