

PROFILE MANAGEMENT

What is a profile?

If you use a SWGC computing account, a profile will be created for you. A profile is a special file which is used to store your personal settings for your SWGC computer account. The first time you log onto a SWGC computer you are provided with a default profile which is the same for all users. Any changes you then make to your working environment will be stored in your profile and will be saved when you log off a SWGC computer.

The settings stored in your profile include:

- Applications listed in the Start menu
- Personal changes to the Desktop and Taskbar
- Control Panel settings
- Printer selections and settings
- Shortcuts to most recently used items
- Internet Explorer Favorites and Cookies, Help bookmarks, etc.
- Any files or documents that you place on the Desktop
- Registry entries for Windows applications

Caution: When downloading applications, toolbars, music, movies, etc. from the Internet, various files are added to your profile; every users profile space is limited.

Roaming Profiles

Roaming Profiles which are stored on dedicated servers by Computing and Communications allow Faculty and Staff at SWGC to be able to move from one computer to another and still have access to their personal settings.

Quota limit for profiles

The quota limit for a profile is 30MB.

The data stored in your profile is downloaded from the server each time you log on to a SWGC computer, and uploaded to the server each time you log off. It is therefore good practice to keep the size of your profile as small as possible. **The smaller your profile is, the faster logging on/logging off will be.**

The **Desktop** is part of your profile. Any documents you store on the Desktop are included in your profile; this will increase the time it takes to log on/off and may also cause profile quota problems. The correct place to store documents is in your personal drive (the P: drive).

Checking your profile size

A Profile Management Tool is available to check the size of your profile on the SWGC network. To check your profile size: 'hover' your mouse pointer over the small icon at the bottom right-hand corner of your screen.



The profile space you have available is displayed as follows:

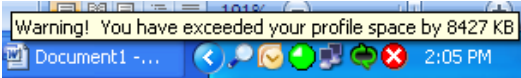


Approaching Limits: Should you approach the limits of your profile space this icon will change to a yellow triangle with an exclamation mark. When you hover your mouse pointer over this icon it displays a caution message as follows:



If the caution message is displayed you should take steps to reduce the size of your profile.

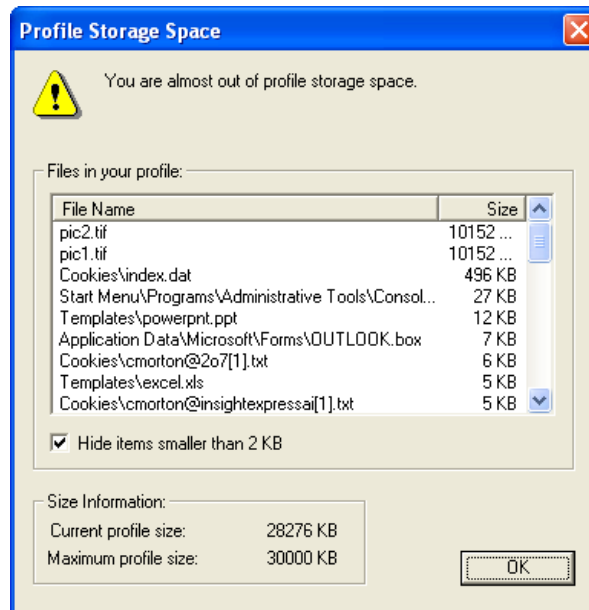
Exceeding Limits: Once you have exceeded the limits of your profile space, the icon will change to a red circle with a white "X". When you hover your mouse pointer over this icon it displays a Warning message as follows:



If the warning message is displayed you **must** reduce the size of your profile in order to be able to log off. To reduce your profile space you must delete some files or move them to another location.

Checking profile contents

The Profile Management Tool is also used to check the contents of your profile. Double-click on the Profile Management icon at the bottom right-hand corner of your screen. A list of the files in your profile is displayed together with their sizes in descending order.



Reducing your profile size

Before proceeding please note:

- **In order to successfully reduce your profile size you may only be logged on to one campus computer.**
- **Close any open applications you have running (i.e. Outlook, Word, Internet Explorer, etc.).**

To reduce the size of your profile you must delete or move files. Unfortunately it is not possible to delete files using the window displayed by the Profile Management Tool; however you should leave this window open so you can view the files that need to be moved or deleted (refer to section **Checking profile contents**).

You must run Windows Explorer to locate, delete and/or move files. All of the files listed by the Profile Management Tool can be located from the folder **C:\Documents and Settings\.**

To run Windows Explorer and access these files select **Start, My Computer, Local Hard Drive (C:), Document and Settings** and your **<Username>**. You will now see a list of files and folders stored in your profile.

Notes:

- Any files that are shown as **Desktop\xxxx** can also be accessed from your Desktop.
- Some folders in your profile (e.g. **Application Data**) are **hidden** folders and you must enable the viewing of hidden files and folders to see them. To do this run Windows Explorer and select the **Folder Options** from the **Tools** menu, click on the **View** tab and in the Advanced Settings list check the **Show hidden files and folders** option.

A general rule of thumb is to delete any file exceeding 500KB; however you should consider the following before deleting files:

- Any documents you wish to keep should be moved to your P: drive.
- You may be tempted to delete the file **ntuser.dat** which will be the largest file in your profile. The system will not let you do this, as it contains the registry entries for your SWGC computer account.
- In Windows Explorer you can search for ***.tmp** files or files beginning with tilde '~'; temp files can safely be deleted.
- You can delete any entries under the **Application Data** folder for applications that you do not intend to use again e.g. the **Corel** folder.

The Profile Management Tool will revert to the "space available" state once you delete a sufficient number of files.

Saving your settings

In order to save your new profile settings, you **MUST** log off your computer. If you fail to do so and then log on to another campus computer (e.g. in a classroom), you will download your old profile and not your new reduced profile.

Having Troubles?

If you are unable to reduce the size of your profile you can obtain help from the C&C Help Desk at x.2049