

## Post-installation Tasks of WebSAMS Implementation

After successful installation of WebSAMS and before using it, please conduct the following tasks.

**Note :** It is strongly advise NOT to modify any hardware, software and network setting, because it may affect your WebSAMS stability and reliability. If you have such need to do so, please consult our WebSAMS support.

	Task/Event Description	Reference Document
1.	Test and sign-off the acceptance of WebSAMS installation	<u>"Form 5 - Installation Acceptance Form for WebSAMS"</u>
2	Register for CDS service	<b>Section 2.2 "Registration"</b> in <u>"Doc 27e - User Manual (AUM) for CDS"</u> located in:  The "UM" folder of <i>WebSAMS Documents and Forms CD</i> .
3	Change the passwords of the following accounts immediately	
	<ul style="list-style-type: none"> <li>WebSAMS Server Administrator Account</li> </ul>	<b>Section 6.4.2 "WebSAMS Server Administrator Password Change"</b> in <u>"Computer Operating Procedures Manual of WebSAMS for School"</u> .
	<ul style="list-style-type: none"> <li>Root account for HTTP server</li> </ul>	<b>Section 7.4.2 "HTTP Server password Change"</b> in <u>"Computer Operating Procedures Manual of WebSAMS for School"</u> .
	<ul style="list-style-type: none"> <li>WebSAMS Application System Administrator Account</li> <li>WebSAMS Application Assistant System Administrator Account</li> </ul>	<b>Section 7.2.3 and 7.2.4 "Change of Password of WebSAMS Application System Administrator" and "Change of Password of WebSAMS Application Assistant System Administrator"</b> in <u>"Application Operation Manual of WebSAMS for School"</u> .
	<ul style="list-style-type: none"> <li>WebSAMS End User Computing Database Account for FMP (fmpuser)</li> <li>WebSAMS End User Computing Database Account for Staff and Staff Development (stfuser)</li> <li>WebSAMS End User Computing Database Account for General User (genuser)</li> </ul>	<b>Section 6.4.4 "End User Computing DB account password change"</b> in <u>"Computer Operating Procedures Manual of WebSAMS for School"</u> .
4	Change the workstation configurations <ul style="list-style-type: none"> <li>- Language settings</li> <li>- Browser proxy settings</li> <li>- Install school certificate</li> </ul>	<b>Section 7.3, 9 and Appendix 9 "WebSAMS Workstation Installation"</b> in <u>"Installation Guidelines for WebSAMS 3.0"</u> .

	- HKSCS patch	
5	Install Word Macro for all PCs that required the production of report files (.rpt) generated by EDIS.	<i>Word Macro can be downloaded in CDR (<a href="http://cdr.websams.edb.gov.hk/">http://cdr.websams.edb.gov.hk/</a>)</i>
6	<p>Configure WebSAMS and assign WebSAMS initial access rights including:</p> <ul style="list-style-type: none"> <li>- To enter English and Chinese school names.</li> <li>- To set system and individual account access time.</li> <li>- To review account login policy.</li> <li>- To allow access from Internet and ITED LAN segment.</li> <li>- To allow access from which workstations in ITED LAN segment.</li> <li>- To set location access control.</li> <li>- To grant access rights by user group concept</li> <li>- To set access rights in built-in user groups</li> <li>- To create user accounts</li> <li>- To attach user group to user accounts.</li> </ul>	<b>Section 2.2 “Configuration”</b> under Security Module in <i>“WebSAMS User Manual”</i> .