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Memo To: MP Nexlevel Employee
From: Technology Conversion Team
RE: Technology Conversion
Date: January 24, 2021

Here is a list of some changes you will see in your computer environment:

Your new login name is: Firstname.Lastname

Your initial password is: windyChe\$s60-xxxx

- You may be required to change your password at your first login.
- **NOTE:** Your new password **MUST** be at least 16 digits long and contains at least 1 upper, 1 lower case letters, 1 number and/or 1 special character. It cannot be one of your last 5 passwords and cannot contain significant portions of your login name.
- **NOTE:** This password change will **NOT** affect your APi WebApps and login.

Please register for Multi-Factor Authentication (MFA) right away (if you haven't already): <https://selfservice.apigroupinc.com>

Network drives/folders:

- These are the official storage locations for your files:
 - o OneDrive – APi Group, Inc.
 - o L: Storage on the local server
 - o R: APi-Group Collaboration Folder
 - o S: For all other shared data
 - o X: MPNL-Shared Collaboration Folder
 - **NOTE:** You will only see the folders that you have been authorized to use.

Old Share	New Share
I: (Common)	L:\MPNLANNMN-Common
L: (Users)	Uploaded to your OneDrive \Home folder
J: (123Data)	J: (123Data)
G: (SYS4)	L:\PMNLANNMN-Accounting
K: (FIBER)	L:\MPNLANNMN-Fiber
X: (ArchiveBIDINFO)	L:\MPNLANNMN-ArciveBIDINFO
R: (AP)	L:\MPNLANNMN-AP
M: (Payroll)	L:\MPNLANNMN-Payroll
Acct_Execs	L:\MPNLANNMN-Acct_Execs
K: R: Z: Departmental Shares	Moved to Teams
S: (123R5W)	L:\MPNLANNMN-DataArchive
S: (Share) - Cypress Office	L: Drive

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U: (Bids\Frontier)	L:\MPNLANNMN-Bids
Y: (AutoCAD)	L:\MPNLANNMN-AutoCAD

Note about Shortcuts: Because the drive mappings have changed, many of your desktop shortcuts will need to be updated:

1. Find the original file on the network (using the folder name conversion above)
 - a. If you don't remember where the file is, simply right-click on the current shortcut, select "Properties"
 - b. Take note of the "Target" field.
2. Right-Click on the file and choose "Send To" and select "Desktop (create shortcut)"
3. Remove the OLD shortcut by right-clicking on it and selecting "Delete"

After we have completed the conversion, please contact MP Helpdesk online at helpdesk@mpitsolutions.com or call 320-963-2890.

Thank you for your cooperation and patience during this conversion process!