

**FROM: Matthew Steiner, Unit Computing Manager**  
**RE: Computer Lab, New Jersey Hall 306**

This document outlines the guidelines for using the Economics department graduate student computer lab, located in the library in New Jersey Hall room 306 and in the basement in 107.

At your first opportunity, please visit the Economics computing website. It can be reached via the Computing link on the Economics website at <http://economics.rutgers.edu>. The FAQ section is an especially useful place to find information about standard settings for our environment. When you have a technical question, please check this site before requesting assistance.

Please note: It is everyone's responsibility to keep the lab clean, quiet, and safe. The lab is to be used for official university business only, and **no food or drink is permitted**. Be sure to completely **close and lock the doors** when leaving the lab after regular office hours. As in a standard lab environment, individuals **should not be modifying or altering in any way the layout of equipment** in the lab. If problems arise with a computer, monitor, printer, or any other equipment in the lab, you can and should submit a workorder to bring this to the attention of IT. If the equipment is damaged, vandalized, or stolen, replacements may not be available and you will therefore have fewer resources at your disposal—so please be proactive in protecting our equipment.

In order to use the lab computers, you must have an account on the SAS Novell system, such as an Economics department account. If you do not have an account, please contact the Economics office and arrange to have one created.

Available software includes Microsoft Office, Adobe Acrobat, Mozilla Firefox and Thunderbird, Internet Explorer\*, SSH Secure Shell client, Eviews, Gauss, Matlab, SAS, Scientific Word, and Stata. Other applications may become available upon request.

\* If you wish to maintain a list of centrally accessible, personalized bookmarks, you should use Mozilla Firefox as it is configured to allow you to do this. It may appear as though you can save bookmarks in Internet Explorer, but these will only be available to you temporarily and only from the same PC. In addition, if you use Mozilla Thunderbird, it will automatically be configured to access your SAS email regardless of which PC you log on to.

### **Departmental Network**

The department utilizes a Novell system for network file storage and printing, as well as other functions such as web hosting. All students will receive an Economics account on this system. This account gives you access to all of the programs and services listed above.

Your username is usually your first initial followed by your last name. When logging on to machines in the lab, you need only enter your username and password. If you are using another PC in the building and are having trouble logging in, confirm the following Novell settings (available from the Novell Client's "Advanced" button):

Tree: FAS-ADMIN  
Context: Users.Econ.FAS  
Server: server.sas.rutgers.edu

## Setting Your Password

To set your password for the first time, or to change or reset it at any time, you must login to the SAS Password Change Utility at:

<https://secure.sas.rutgers.edu/apps/pwchange/>

You can login with either a NetID and password, or your SAS Novell username and password (after you have set it for the first time).

### **PLEASE DO NOT REMAIN LOGGED IN WHEN YOU WALK AWAY FROM THE COMPUTER.**

Bad things can happen: files can disappear, malicious activity can occur, and it will look as though you are responsible. People who repeatedly remain logged in while away from the computer will have their privileges suspended or removed. You may be automatically logged off if you leave your session idle for too long, so be sure to save your work frequently to your personal storage area (H:) or some removable medium such as a USB flash drive, diskette, zip disc, or CD-R.

## File Storage

- Everyone will have space on our Novell system to save files. Each Novell user has approximately 300 megabytes (MB) of storage space in the H: drive. When you login, your H: drive will automatically appear in Windows Explorer and / or My Computer. Your H: drive shows only your data and is accessible only by you. It is also backed up on a regular basis. The H: drive is where you should store all of your personal data files.
- There is “scratch” space in the S: drive. The S: drive is a good place to temporarily store larger files that won’t fit on your H: drive. But be forewarned: Any person with a Novell account can write to and read from this area. The data can be removed, modified or read by any registered user on the network. Furthermore, the S: drive is emptied periodically and without warning. **DO NOT STORE IMPORTANT OR CONFIDENTIAL INFORMATION THERE.** Doing so will result in a loss of privilege to use this area.
- There is **NO AREA** on the system where users are permitted to store program files. These files may be removed at any time without advance notice.
- To reiterate, the only areas of the server on which you are permitted to save files are on the Home (H:), Webpage\*\* (L:), and Scratch (S:) drives. Again, executable files (programs) are not permitted in these areas.

- You should never store any information on the local hard drives of the lab workstations. The workstations are automatically refreshed to standard specifications each time the computer restarts, so any information stored on the local drive will be lost forever.
- The public access workstations and networks in the department use standardized security measures, which have been implemented in accordance with University and Departmental regulations. You are responsible for reading and complying with the Rutgers University Acceptable Use Policy. Any violation or attempted violation of this policy will result in disciplinary action from the department and the University. The Acceptable Use Policy can be viewed here: <http://policies.rutgers.edu/7011-currentpdf>.

\*\*Web page hosting for an Economics department web page, and the associated L: drive, are available by request. Please note that if approved, web space on L: is shared with personal storage on H:, and that the combined space cannot exceed the quota.

## Printing

The printer in the lab is a high speed, high quality black and white laser printer. The department charges a per-page price for printing, but all users receive a \$50 credit at the beginning of the academic year. For detailed information about the department's printing policy, please visit the computing web site, available via the Computing link on the Economics website at <http://economics.rutgers.edu>.

## Email

Along with your Novell account, most accounts are set up with an email account on our Zimbra mail system, specific to each academic department. Your email address combines your Novell account username with a department specific domain, e.g. <username>@economics.rutgers.edu (<username>@econ.rutgers.edu is also valid). Your email account also shares a password with your Novell account – the same password is used for both services, and if you change your Novell account password, you must use that new password for email as well.

The easiest way to check your email is via the webmail interface at <https://webmail.sas.rutgers.edu/>. You can also set up a traditional email client such as Mozilla Thunderbird to retrieve your mail from off-campus. (See the computing website for more information.)

- **Important:** Your email username is your **full email address**. This applies in webmail, Mozilla Thunderbird, or any other email program

## **Reporting Problems**

Requests for assistance, whether for printing or for general computing queries, can be submitted via the SAS Workorder System at <http://sas.rutgers.edu/workorder>. Workorders are the most efficient way of obtaining technical assistance. They can be submitted by anyone with an Internet connection, from anywhere in the world. Simply enter your Rutgers NetID (not your departmental username) in the form and click "Lookup" to have most fields filled automatically. Verify that the contact information is correct, and provide as detailed a description as possible.

## **Creating a Central Computer Account (NetID)**

Rutgers has several central computer systems (completely separate from our "departmental" system detailed above) on which all faculty, staff, and students are permitted to have accounts. The University requires all active members of the University to have an account on at least one of these systems. This account is also known as your NetID.

For the New Brunswick/Piscataway campus, the systems are Eden (<http://eden.rutgers.edu/>) and RCI (<http://rci.rutgers.edu/>).

The Eden system is for all Undergraduate and Non-University-Employed Graduate Students. All students will have an account on the Eden system.

RCI is the Research Computing Initiative system and holds the accounts for all Faculty and Staff. If you are a TA (or otherwise receive a regular paycheck from the university) you may be eligible for an account on this system.

You can activate your NetID, and related services on either system, by visiting the RCI or Eden webpages above, and clicking on the link to 'Activate Your NetID...' or by visiting <http://netid.rutgers.edu>.

## **Further Information**

If you still have questions after thoroughly reviewing this document and the computing website, you may direct them to [msteiner@sas.rutgers.edu](mailto:msteiner@sas.rutgers.edu) or set up an appointment to meet with me (Hint: Workorders work well for either purpose).