

FROM: Wade Olsson, Unit Computing Manager

RE: Computer Lab, Van Dyck 306

This document outlines the guidelines for using the computer lab in Van Dyck 306.

At your first opportunity, please also visit the computing web site. It is available via the Computing Info link on the web site at <http://history.rutgers.edu>. Or you can navigate directly to it at <http://hecs.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. Please also be sure to **completely** close and lock the doors when leaving the lab after regular office hours. 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.

The Hardware: The lab houses ten computers with the following components: Intel Pentium 4 2Ghz, 384 MB RAM, 17" Monitor, 10/100 Mb Network Card and Windows XP Professional. There are also two high quality laser printers. Two workstations have scanners attached for image scanning and OCR.

The Software: In order to use the computers you must log into the Novell network. If you do not have an account, please contact the History office and arrange to have one created. Available software includes Microsoft Office, Mozilla Firefox and Thunderbird, Adobe Acrobat, HP Precision Scan, Caere OmniPage Pro (for use with the scanners), Internet Explorer**, and SSH Secure Shell client.

** If you wish to maintain a list of centrally accessible, personalized bookmarks, you should use Mozilla Firefox since 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. Similarly, if you use Mozilla Thunderbird it will automatically be configured to access your email account regardless of which workstation you log on to.

The Network: The department maintains a Novell Netware fileserver for file and printer sharing, as well as other functions such as web hosting. Every Novell user has an account on this fileserver. This account gives you access to all of the programs and services listed above. When your account is initially created, your temporary password will be your Social Security Number without dashes or spaces.

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.history.fas
Server: nclust.rutgers.edu

Your Password:

Your initial password *must be changed* before you can begin using Novell or email. When you login to Novell for the first time, follow the prompts to change your password. Alternatively, you can change your password from the Internet by visiting this site:

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

For security purposes, passwords expire every 90 days and must be unique (i.e., you can't re-use old passwords). You will receive an email notice 7 days before your password expires. To avoid loss of service, you should change your password as soon as you receive the notice. Passwords must be at least 7 characters long.

PLEASE DO NOT REMAIN LOGGED IN IF YOU ARE 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.

Storage Information:

- Everyone has an area on our fileserver where they can save files. Each Novell user has approximately 50 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. H: is where you should store all your personal data files.
- Every user has an L: drive. This drive represents your web directory. If you wish to publish a web page, you can store the HTML and graphic files in this directory. The amount of space you have in your H: drive is shared with this area. So, for example, if you have 50MB of drive space total and you save 20MB of data in your H: drive and 40MB in your L: drive, you will be out of space. **ONLY WEB RELATED FILES SHOULD BE STORED IN THE L: DRIVE.** Any other

- information found in this drive will result in the removal of web privileges. Remember: any information you store on L: is accessible to the entire world! So NEVER store anything confidential there (e.g., no exams, social security numbers, etc.).
- There is “scratch” space in the S: drive. S: 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 fileserver where users are permitted to store program files. These files may be removed at any time without advanced notice.
 - The only three areas of the server where you are permitted to write files is on the H: drive, L: drive and the S: drive. 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 you log out, 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://rucs.rutgers.edu/policies.html>.

Printing

Graduate students are charged 6¢ per page to print to the laser printers in the lab. Dorothy McGrath will keep tab of printing activity and will present you with the bill. Failure to pay will result in blocking your printing privileges.

The cost of printing from the computer lab to the Xerox machine in the downstairs mailroom is 5¢ per page for graduate students. Everyone will be allowed 500 copies per year free of charge. A pop-up message will appear on the lab PCs after every print job letting you know how many pages you have printed to date. After 500 copies you will have to purchase additional printing privileges from Dorothy McGrath or you will not be able to print to the Xerox machine. Graduate students who are completing their dissertations and need to produce multiple copies of their dissertations will be able to request an additional allowance from the Graduate Director.

Email

Everyone who gets a Novell account automatically also gets a departmental email account. Your address is <username>@history.rutgers.edu. The easiest way to check your email is via the Web Mail interface at <http://secure.fas.rutgers.edu/webmail>. You can also set up a traditional email client such as Mozilla Thunderbird to retrieve your mail from off-campus. (See the computing web site for more information.) Remember, email won't work correctly for you until you change your initial password.

Reporting Problems

Work orders (for printing or general computing problems or questions) can be submitted via the Faculty of Arts & Sciences (FAS) work order system at <http://fas.rutgers.edu/computing> or by clicking on the "Submit a Workorder" icon in the Novell-delivered applications window. 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. The web form must be filled out in its entirety in order for you to successfully submit it. However, it takes only a minute or two to complete. If you have difficulty locating the serial number of the PC you are using, you may use "unknown" or "N/A" as appropriate.

Creating a Central Computer Account

Rutgers has two central computer systems (as opposed to our "departmental" system detailed above) on which all Faculty, Staff and Students are permitted to have accounts. The University requires all members of the University to have an account on at least one of the systems. This account is also known as your NetID.

The two University-wide systems are RCI and Eden. RCI is the Research Computing Initiative system and holds the accounts for all Faculty and Staff. If you are a TA (or somehow receive a paycheck from the University) you should be able to create an account for yourself on this system. If you do not draw a check from the University you can create an account on the Eden system. The Eden system is for all Undergraduate and Non-University-Employed Graduate students. You can create your own accounts on these systems by following the instructions at:

<http://oit.rutgers.edu/services/account/quick.html>

Further Information

If you still have questions after thoroughly reviewing this document and the computing website, you may direct them to wolsson@admin.rutgers.edu or set up an appointment to meet with me.