

Using the NAL Computer Labs

Semester 2 - 2008

ACCESS TO LABS. Labs are open the following times:

Building	Room	Times	Notes
Priestley (67)	442 and 542	8:00 am – 8:00 pm	During the teaching / exam period except weekends and public holidays.
Hawken Engineering (50)	N301 and N301C	8:00 am – 8:00 pm	During the teaching / exam period except weekends and public holidays.
Hawken Engineering (50)	N301	8:00 pm – 8:00 am	After hours access requires a swipe card. Not all students will have after hours access. Please contact your course supervisor regarding this access.

There are classes scheduled in them throughout the week. Check timetables posted on lab doors showing when they are occupied or free. If there is a class in progress you may be able to use the lab, but this is solely at the discretion of the lecturer or tutor taking the class.

LOGIN NAME. Your login name is the same as the one you use for your other University accounts (e.g. MySiNet).

LOGIN PASSWORD. Your password is the same as the one you use for your other University accounts. To ensure our central data area will map to **H:** you may need to reset your password again. You can set your new password be the same as your old password, if you like (ie., no change); but you need to do this to update the password at ITS so that your account on this lab is recognised. If you are a first year student you should not need to change your password.

NOTE: If you can't login reset your password, if you can't map **H:** reset your password.

CHANGING PASSWORD. You are be able to use computers in room 542 in the Priestley Building (67) or Room N301 in Hawken Engineering Building (50) to change your password. Log into these computers and run Internet Explorer. Instructions on logging in are on the computers. You will not be able to access your personal disk space on the system server or print files on these computers. Go to <https://uqconnect.net/password> to update your password.

NOTE: It can take up to 15 minutes for a password change to take full affect.

LOGGING IN. Enter your username and password at the prompt: **logon to: KRB5.UQ.EDU.AU**

If you get a window popup titled "**PAS Client Tool**" containing the text "Attempt to retrieve User ID unsuccessful. User may not exist in the database. Please contact your administrator" then close it. It just means you have not printed anything yet, the printing account is separate from your login account and will be automatically created the first time you print.

WORKING DIRECTORY. When you log in, you should be able to access your University provided personal user space in the **H:** directory. If this is not visible then double click on the icon **MAP STUDENT DRIVE** on the computer desktop. This will map your University provided personal user space. This means any files you save here can be accessed via **MyFiles** link at <https://my.uq.edu.au>

SCRATCH AREA. A scratch area **S:** is automatically mapped on login. By default a directory is created on the scratch area the same as your login to put your files in. Other users are not able to view / copy / modify / delete your directories / files unless you change the permissions to allow them.

NOTE: The scratch area is **NOT** backed up. **All data on the scratch area is deleted at the start of each semester.**

ONCE AGAIN THE SCRATCH AREA IS NOT BACKED UP

SAVING FILES. You can save files in your University provided personal user space **H:**, according to your quota, the scratch area **S:** (see above) or on a USB memory stick. All computers in the labs have USB ports on the front or back. The USB memory stick will be **E:** on most computers.

LOGGING OUT. It is very important that you log out when you have finished and saved your work. To do this, click on the **START** button at the lower left of the screen and select **Shut Down**, then **Log Off** from the menu. Answer **Yes** to the prompt for completely logging out. Failing to logout properly could result in someone using all your printing credit, using all your download quota, modifying files in your University provided personal user space or other malicious activities in your name.

PRINTING. Printing is accounted and will cost 11c per page, inclusive of GST. The University reserves the right to revise that charge without notice. **You have an initial balance of 15 Pages.** Printing will be interrupted if you run out of credit, even in the middle of a printout. If you run out of credit then you will need to purchase more credit. Near the printer you should find payment forms and instructions on how to process them. The printers are located in Room 542, Priestley Building (67), and Room N301, Hawken Engineering Building (50). You will need to be logged in to use the printer. Paper is provided. There is no printer in Room 442, Priestley Building, students in this room should go to Room 542, Priestley Building for their printout.

There are no refunds on extra printing credit.

NOTE: If you added extra printing credit last semester, the balance plus starting credit for this semester has been carried over.

MONITORING. Surveillance cameras are installed in rooms 442, 542, N301 and N301C and are linked to a Central Security System.

WEB ACCESS. All web access is through the University's Quotient system.

FAULTS. Report computer, printer faults and login difficulties to helpdesk@epsa.uq.edu.au.

RULES. Use of these labs is also governed by the University's Information Technology Rules, Regulations and Policies.

MORE RULES. There is no EATING, DRINKING, SMOKING or GAMES allowed in these labs.