

Information Technology Services

Welcome to the College of Engineering and Information Technology. This guide has been assembled as an Introduction to the primary Information Technology resources available to students. For information regarding UNIX accounts and resources, please see <http://www.cse.sc.edu/local>.

Services

- Computer Access from Seven Windows Computer Labs located in the College
- Powerful computing technology with Pentium III and Pentium IV Processor and CD-RW burners in all labs
- Graphical Email through Microsoft Outlook
- Three multimedia computers with scanners in 1D29, 3D22 and B202
- LCD video projectors mounted in 1D11, 1D15 and B202

Computer Labs

Room	OS	BUILDING	PURPOSE	PROCESSOR TYPE
1D11	Windows XP	Swearingen	Instructional	Pentium III 1ghz
1D15	Windows XP	Swearingen	Instructional	Pentium III 1ghz
1D29	Windows XP	Swearingen	General Use	Pentium IV 2.66ghz
3D22	Windows XP	Swearingen	General Use	Pentium IV 1.8ghz
B202	Windows XP	300 S. Main	Instructional	Pentium IV 1.8ghz
B205	Windows XP	300 S. Main	Instructional	Pentium IV 1.8ghz
B211/B212	Windows XP	300 S. Main	General Use	Pentium IV 2.66ghz

First Logon

All users of the College are provided with a Username and a Password. You can obtain this from the Help Desk in Room 1D35. Your Username and Password will allow you to logon to the computers in the Windows computer labs.

To login:

- Press Ctrl-Alt-Delete
- Put your username in the "User name" field
- Put your password in the "Password" field
- Make sure "Log on to:" is set to ENGINEERING
- If your password fails three times please contact the Help Desk in room 1D35.

Changing Password:

- Type your new password in the "New Password" line and in the "Confirm New Password" line
- Click "Ok"
- You will get a message that says your password has been changed. If you get any other message at this point read it carefully and do what it says.

Checking Email

To check your email, double click on the Microsoft Outlook icon that is located on your desktop. You will see a dialog box that says, “Preparing to Install”—do not press cancel. This is done when you first run any of the Office applications, including Outlook.

Your email address is your username@engr.sc.edu, so if your username is bob your email address is bob@engr.sc.edu

File Storage

All students are provided with space on a network server. To access your storage, open the “H:” drive which is located in “My Computer” on the desktop. It has a 50 MB quota, but you should keep some free space at all times to avoid problems. If your H: drive is full, it may cause profile problems or you may not be able to save files until you free up some space. You can use the CD-RW burners to move data from your H: drive to a CD.

For Additional Help

If you need any additional help visit the ITS Web Page at <http://www.engr.sc.edu/its>. Open Internet Explorer, which is located on your desktop. You are now at the homepage for Information Technology Services that is responsible for supporting the computers in the labs. If you are experiencing problems or just can't figure out how to do something, always check this page first; the answer may already be there. If the solution is not online, then stop by Room 1D35 in the Swearingen building for additional help.

Policies

Members of the USC community are expected to obey all federal, state and local laws, as well as University policies and procedures. These guidelines apply to you whether you are using University computers or are using your personal computer equipment while associated with the University. Following are the guidelines in brief.

Guidelines in Brief

- You are responsible for all activity and use of your account
- Use of University computing resources is restricted to authorized users.
- Safeguard your own privacy and respect the privacy of others.
- Harassment is illegal no matter what the form of communication. It is against the law and University policy to send harassing messages.
- Other laws governing traditional communication (obscenity, libel, copyright) apply to online communication.
- Computing is a shared resource. Make responsible use so as not to infringe on the use of others.
- Your Engineering account is a privilege, not a right, misuse of your account, may result in permanent deactivation.

For more information on University Policies see: <http://www.csd.sc.edu/Policies.shtml>