



UWGB Technology Environment

More than 90 Intel servers running the Microsoft Windows operating system on a gigabit Ethernet network backbone provide UW-Green Bay with its computing power. These systems function as email, web, application, file, print, and Peoplesoft Student Information System servers. Windows 7 runs on client PC workstations, while OS X v10.6 runs on our Macintosh computers.

Students at UW-Green Bay may use General Access Computer labs that are equipped with state-of-the-art Windows and Macintosh computers, printers, scanners, and video and audio editing equipment. In addition, there are numerous resource and teaching labs that serve specific instructional programs. Student labs provide access to the Internet, email, core software and many special instructional applications. Student consultants are available to assist with questions and problems.

Computer Labs

There are over 500 Windows 7 PCs and Macintoshes running OS 10.6 in computer labs at UWGB with excellent availability for our students. In general, there are two types of student computer labs -- General Access labs and Speciality Labs. General Access Labs are open most hours of the day and evenings and have student consultants available to provide assistance and maintain equipment in the lab. Specialty Labs are used primarily for classes but are available on a limited basis for general use.

Students are required to log on to all lab computers using their technology account. Once logged on, they have access to core campus software, numerous instructional applications, their personal network volume (500 MB), course volumes, and network printers.

The main IS General Access Lab has three PC classrooms and a Macintosh classroom. IS1129J is a multimedia classroom with video and audio editing hardware and software. In addition, there are four group project rooms with two PCs and multimedia equipment that students can reserve through the lab consul-

tants for group work. There are several black & white laser printers, color printers (standard and tabloid), scanners, and adjustable tables to accommodate wheelchairs. There is also a general access lab on the 3rd floor of the Cofrin Library with 61 PCs and 4 dual-boot Macintosh. For more information visit www.uwgb.edu/compserve/labs/.

Prepare Your Computer for Campus

Before you leave home and bring your computer to campus, it is critical that you prepare it properly. Computer viruses are likely to be running on the campus housing network. If you do not properly prepare your computer, it will become infected and will then have to be disconnected from the Residence Life network.

Just before you leave home to come to campus, you should update your operating system and install all critical security updates and make sure your anti-virus software is up-to-date (the anti-virus definition files should probably be less than a week old). See also in this newsletter: "Anti-Virus Software – Free for UWGB Students."

For more info on preparing your PC for campus see www.uwgb.edu/compserve/labs/citPrepare.htm. The Housing IT Service Center will also assist you with updates and anti-virus problems once you are on campus.

Technology Account

All students, faculty, and staff at UW-Green Bay are given a technology account and personal space on our servers. The technology account is used to log into campus computers, email, the Student Information System, Desire2Learn course management software, GBShare, and various library resources. In order to protect individual and University information and resources, the Technology Council recently adopted more rigorous standards for network account passwords. More info about passwords is available at www.uwgb.edu/compserve/policies/studentComputerAccounts.htm.



Web Sites

www.uwgb.edu/compserve
www.uwgb.edu/housing
www.uwgb.edu/registrar
www.uwgb.edu/resnet
www.uwgb.edu/webmail.htm
www.uwgb.edu/bursar



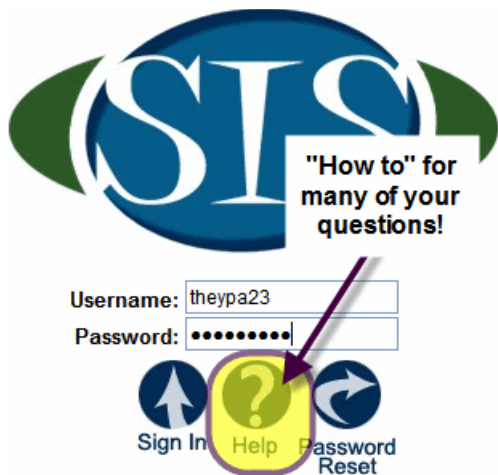
NEED HELP? Just Call!

Computer Help Desk:	465.2309
Lab Consultant:	465.2019
ResNet:	465.5163
Registrar:	465.2657
Student Billing:	465.2224
Library:	465.2303

Student Information System

The Student Information System (SIS) is used to register for classes, add or drop classes, view your class schedule, and access other academic, personal, and financial information. Detailed instructions for using SIS are found by clicking Help on the SIS home page www.uwgb.edu/sis.

On the UW-Green Bay home page, www.uwgb.edu, click on the Current Students link along the top row. Next, click the SIS link at the left of the screen. On the SIS page, enter your username and password.



Forget your Password?

Current and admitted students can use the "Student Online Password Reset" function to change their technology account password. The student will need to provide their 9-digit Campus ID, the last 4 digits of their social security number, and their birthdate. The Online Reset is found at www.uwgb.edu/sis. Click on the Password Reset button.

Instructional Service 1129 General Access Lab

Regular Hours:

Monday - Thursday
7:00 a.m. - Midnight

Friday: 7:00 a.m. - 8:00 p.m.

Saturday: 9:00 a.m. - 6:00 p.m.
Sunday: 10:00 a.m. - 11:00 p.m.

Software Discounts

The Wisconsin Integrated Software Catalog (WISC) enables students throughout the University of Wisconsin and Wisconsin Technical College Systems to purchase popular software packages from Microsoft, Adobe, FileMaker, Apple, and others at substantial discounts. As an example, you'll find Microsoft Office 2010 Pro Plus for \$72!

To view UW-Green Bay's student software discounts home page, technical support areas, and license agreements, select Green Bay from the UW System Students menu found at www.wisc.edu/wisc. More information is available at www.uwgb.edu/compserv/software/studentdiscounts.htm

Microsoft Office 2010 Professional Plus

\$72



Anti-Virus Software

UW-Green Bay has purchased "Home Use Rights" for McAfee anti-virus software for employees of the University and currently enrolled students. This agreement allows students, faculty, and staff to download VirusScan for Windows or Virex for Macintosh from the CIT Web site and install it on their home computers. The university is offering this software in an effort to ensure that campus and home systems remain free of harmful and malicious virus programs.

Before you may download the anti-virus software, you will be required to enter your

campus network username and password. This validates your affiliation with the University and ensures that you are legally entitled to use the software. Once students are enrolled for a class, they are able to download the software. Students may also download AVG or Microsoft Security Essentials at no cost from <http://wiscsoftware.wisc.edu/wisc>.

More information is available at www.uwgb.edu/compserv/labs/citAntivirus.htm.

The anti-virus download is available at www.uwgb.edu/compserv/software/downloads.htm.

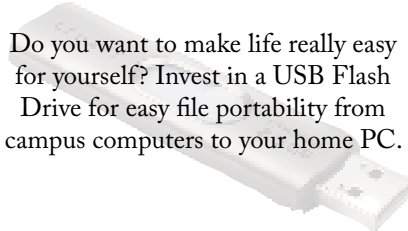
Acceptable Use

The University of Wisconsin-Green Bay provides access to campus network resources, including the Internet, in order to support learning and to prepare students for an increasingly technological world. Use of campus computing resources and the Internet must be consistent with the educational goals of UW-Green Bay and must comply with state and federal laws and the campus Acceptable Use Policy. Students must respect the integrity and security of UW-Green Bay's computer systems and network, and the privacy and preferences of other users. Responsibility for learning about and complying with UW-Green Bay's Acceptable Use Policy ultimately rests with the individual. University staff will assist the student in understanding acceptable and unacceptable uses.

To find out what you can and can't use the university's computer resources for, please review the policy at www.uwgb.edu/compserv/policies/studentaccpuse.htm

USB FLASH DRIVE

Do you want to make life really easy for yourself? Invest in a USB Flash Drive for easy file portability from campus computers to your home PC.



PRINTING FEES

Black & White .07

Color .30

Tabloid .60

\$7.00 will be credited to your PassPrint Account each year.



Wireless Access

Bringing a laptop to UW-Green Bay? Many students will be taking advantage of accessing the campus network and Internet in designated campus areas using wireless networking. You are not required to log into the "UW-Green Bay Wireless" network with a campus account, so anyone with a properly configured laptop can connect.

All wireless network traffic on campus is not encrypted. Be careful what you transmit over the wireless network as this traffic can be easily captured by other wireless network users. Please be aware that only software that you have installed on your computer will be available to you. You will not have access to specialty applications found on computers in student labs. Learn more about wireless AND wired access using your laptop at www.uwgb.edu/compserv/ehelp/internet/mobileLaptopConnect.htm.

Wireless network service is available in the following areas:

Cofrin Library: Most open areas on first floor as well as third through seventh floors

University Union: Most of the building (meeting rooms, Leona Cloud Commons, Phoenix Club) and outside areas within 50 feet of the building

Instructional Services: General Access Lab,

Environmental Sciences: ES-114

Classroom, open areas of second floor

Mary Ann Cofrin Hall: Winter Garden area

Laboratory Sciences: Cafeteria area, third floor lounge area

Rose Hall: RH-220, RH-230, RH-250.

Student Services: Most areas

Studio Arts: Cafeteria area

Theatre Hall: University Theatre

Wood Hall: Cafeteria area

Residence Life: Community Center

Student Printing

The PassPrint print accounting system is installed in the General Computer Access lab, Cofrin Library, and in other specialty student labs. Printer release stations are set up where students can print their documents using their Student ID. Students receive a \$7.00 printing allocation for the academic year that is paid for by the student technology fee. Black and white laser printing costs 7 cents per page, color laser printing costs 30 cents per page, and color tabloid printing costs 60 cents per page. These charges are deducted from the student's PassPrint account when they print. Students will be able to add money for printing to their PassPoints at value transfer stations or at any cash register that can handle Student ID transactions.

Do I Need My Own Computer?

Plenty of computers are available in the General Computer Access Lab, Cofrin Library, the student center, and academic buildings so you should always have access to a computer for school work, email, and the Internet. Whether or not you bring your own computer generally depends on your individual preference and convenience. Residence halls and apartments are equipped with both wireless and wired access for high-speed Internet access. More information about purchasing a computer and software for campus is located at www.uwgb.edu/compserv/labs/citCompFaq.htm.

Student Billing

For semester fees and payment schedules, policies, and procedures, go to the Bursar Web site at www.uwgb.edu/bursar.

UWGB does not send paper bills. For personal financial information, use the dropdown menu in the Finances section of the Student Information System (SIS) at www.uwgb.edu/sis.

The Student Billing office is in the Student Services Building. For questions regarding your fees, call Student Billing at 920-465-2224.

SOFTWARE at UWGB MACINTOSH

Microsoft Office 2011
OS 10.6 (Snow Leopard)
Dreamweaver & Flash
Adobe Creative Suite
Safari, Firefox
iMovie, iDVD

SAVE YOUR FILES on the UWGB NETWORK

Students can store up to 500 MB of data on the UWGB network. Please don't rely on CDs or a flash drive - use this storage area to save and back up your files.

SOFTWARE at UWGB WINDOWS 7

Microsoft Office 2010
Dreamweaver, PhotoShop
Pinnacle Studio
Adobe Acrobat Professional
Maple
SPSS & SAS

UWGB Email

Everyone at UWGB receives an email address with the '@uwgb.edu' domain. Students receive 250 MB of space for email with this account. The attachment size limit is 20 MB. To access your email from home, you'll need an account with an Internet Service Provider (ISP). Basically, if you have an Internet connection you will have the ability to access your UWGB email. This account should be used for University-associated emails only. You are encouraged to check often for email and to use this email account to stay informed of important information and events at UWGB. Campus departments and instructors will periodically contact you with approved communication (no spam).

To access your email:

After you have established an Internet connection, launch Internet Explorer or another browser application and go to the UWGB Outlook Web Access (OWA) logon page www.uwgb.edu/webmail.htm. The OWA link can also be found on links along the side of the Current Students pages. Documentation can be found on CIT's website at www.uwgb.edu/compserv/ehelp.



Resnet

The support team at the Housing IT Service Center provides assistance to students in Housing with connecting their personal computers to Resnet. The Service Center is located in the basement of the Residence Life Community Center. Students can also call 465-5163 or email resnet@uwgb.edu. Learn more about the Housing IT Service Center at www.uwgb.edu/resnet. Technicians will assist students with the following at no charge:

- Connecting Windows PC or Macintosh computers to ResNet for high-speed Internet access. (Wireless access is now available.)
- Ensuring that computers are virus free and have current virus protection software installed (all students are eligible for McAfee VirusScan free of charge)
- Removing spyware and preventing future installations
- Installing current Windows security updates
- Diagnosing other problems and locating community resources for further assistance
- Learning and implementing safe computing practices

CIT Jobs

Do you enjoy working with people and computers? Consider becoming a Computer Lab Consultant.

Students in this position provide support services in the main General Access Computer lab. They assist faculty and students with computer hardware and software related questions. They also monitor and maintain the physical environment of the lab, schedule lab reservations, and report computer problems to the CIT Help Desk. Students employed in this position may be required to open and close the computer lab. As a result, some flexibility to work mornings, nights, or weekends may be required. This job is fun and rewarding, and helps students build and strengthen both technical and customer service skills. The rate of pay for this position starts at \$8.50 per hour. Pay increases are given as skills progress. Please stop by the Computer Center offices in Instructional Services 1150 for more information or see www.uwgb.edu/compserv/labs/citjobs.htm.

Remote Lab

The UW-Green Bay Remote Lab service offers students access to a campus lab computer from any location on or off campus via an Internet connection. A pool of PCs can be logged into from either Windows or Macintosh clients any time of the day or night, giving students access to core General Access lab software, some specialty labs, their personal network drive (drive M), and course shares.

GBShare

GBShare is a web-based document sharing and collaboration environment for UW-Green Bay students, faculty, and staff. Using GBShare, you'll be able to upload any type of file, and then provide read or update access to that file to individuals either on or off campus. Within GBShare, you also have access to files that have been made available to you by others.