Faculty Logon Account / Copying & Printing Check List

☑ Faculty must have a lab logon account and PIN number. Please request a logon account and PIN # from the Information Technology Helpdesk (818.767.0888 x295).

☐ Please change your password immediately after receiving your logon account. Passwords must be at least seven characters long; contain at least one uppercase letter, contain at least one lowercase letter; and must contain at least one number.

☐ Schedule an orientation session with a lab supervisor to get familiar with the lab environment.

☐ Evaluate software list available in the lab. A list of software available can be found at http://my.woodbury.edu/Staff/IT/Lab%20Help/Computer%20Labs.aspx

☐ Familiarize yourself with the software you are teaching to your students.