A Self Service Account is used for accessing network services, wireless internet services, lab computers, Moodle, class registration, and various other technology services on campus.

Please review this checklist to ensure you are properly equipped to use Woodbury University’s IT-related services.

☐ Get your Woodbury Student Identification Card from the Library. No accounts can be serviced without a Woodbury Student Identification Card.

☐ Read the attached documents.

☐ Obtain a Self Service Account from the Academic Computing Services department in room M204 (if you do not have one already). Self Service Accounts are generally provided during SOAR, and is comprised of a username and password.
  
  o Note: If you are able to log into [http://go.woodbury.edu](http://go.woodbury.edu), then you already have a Self Service Account.

☐ (Optional) Generate a PIN number to use student accessible copiers/printers on campus. A PIN may be generated from the Equitrac Account Management page ([http://print.woodbury.edu:2941/webtools](http://print.woodbury.edu:2941/webtools)). You must have a Self Service Account to generate or change a PIN.
  
  o Please note that for security reasons, this account management page is only accessible from a Woodbury University campus computer. It is recommended to make your PIN number a minimum of nine digits to deter fraudulent use.

☐ Protect your account from fraudulent use by changing your password. Please go to the Self Service page ([http://go.woodbury.edu](http://go.woodbury.edu)) to change your password.
Academic Computing Services
Computer Lab Rules

This document pertains to all students, lab technicians, faculty, and staff whom are using the computer labs and/or technology enabled classrooms.

Use of Account

1) Your username and password are considered private information. In the event you have problems with your account, the lab staff will ask for your username to check your account. DO NOT give your password to anyone, including the lab staff.
2) Do not log anyone else on with your username and password.
3) Do not attempt to log on to someone else’s account.
4) DO NOT save any files to the desktop, they will be automatically deleted when the computer is restarted.
5) Store personal data on removable media (CD-ROM, Flash Drive, External Hard Drive, or in your Network Personal Storage Area ONLY (Drive Z:\). Any personal files or programs left on the local hard drive WILL AUTOMATICALLY BE DELETED after the computer reboots.
6) Because removable media can fail and is slower to work with, we recommend that you copy your files to the "E:" drive and work on them from there. Remember to re-save your work to your own personal storage media when you are finished.
7) Be Advised: Network Personal Storage Areas are provided as a service with limited storage capability (currently 6 Gigabytes) and are backed up on a daily basis. We keep approximately 4 weeks worth of data in our archives. If you experience the loss of a file or files, please call the Lab Supervisor if you need to restore files from backup. We will make an attempt at restoring the requested files but in the event that the files cannot be recovered for any reason, the Computer Lab Administration and Lab Technicians are not liable for any loss of data stored in your Network Personal Storage Area. There will be a charge for the data recovery if successful.
8) DO NOT store downloaded program installation files, or excessive image or multimedia files in your Network Personal Storage Area. Network Personal Storage Areas are currently limited to 100MB and will be subject to audit by the System Administrator. Students found abusing this privilege could have it revoked.
9) DO NOT attempt to create any folders or save any files on the campus network other than in your Network Personal Storage Area. This is considered as abuse of system resources.
10) You are expected to provide your own CD-R, CD-RW, writable DVD, or other removable media. Storage media are available for purchase at the bookstore or local computer supply stores.
Lab Environment

1) NO FOOD, NO DRINKS, NO MUSIC, and PLEASE MINIMIZE SOCIALIZING in the computer lab.

2) You must have a VALID WOODBURY PICTURE ID with the current semester sticker to use the computer labs. Any current lab staff member or student lab tech may request your ID at any time.

3) The Computer Lab is a study, research, and classroom environment. Students will conduct themselves in the appropriate manner (QUIETLY).

4) Games other than the ones provided with Windows NT (FreeCell, MineSweeper, Pinball, and Solitaire) are not allowed in the Computer Labs.

5) Viewing of pornographic or otherwise offensive material is prohibited within the Computer Labs.

6) DO NOT ABUSE or STEAL University equipment or software. SOFTWARE PIRACY IS A CRIME.

7) DO NOT install any programs on any of the Computer Lab's systems even if you intend to install to removable media. These include: games, multi-lingual interfaces, IRC chat, pager or messenger programs, Internet browsers, and upgrades to any program already installed. (Note to Faculty: If additional programs are required, please contact the Lab Supervisor.)

8) You are allowed to make or break connections to front panel USB / Firewire connectors and USB extender cables near the keyboard only. DO NOT make or break any connections to or from the back of any university owned computer or peripheral. Please ask a lab tech to help you. All student-accessible computers have either front panel USB ports or USB extender cables near the keyboard: PLEASE USE THEM!

9) Lab Techs are not responsible for lost personal items. This includes diskettes, zip cartridges, books, etc. Lost items will be taken to the Office of Student Development regularly.

10) BE CONSIDERATE TO OTHERS. If you need to make multiple copies of a document, please use a copier.

11) Students found breaking any of these lab rules may be removed by security, and/or lose Computer Lab privileges for the remainder of the semester. Continued violation will result in a formal complaint to the Office of Student Development.

Equipment / Lab Reservations

1) Only Woodbury University Faculty or Staff may reserve equipment or a lab.

2) Faculty or Staff needing to reserve equipment or a lab must do so one week in advance. Please give more notice whenever possible.

3) Room reservations are handled through the Academic Support Services Dept. at ext. 117

Duties of the Lab Techs

1) Enforce Lab Rules.

2) Keep Labs clean and stations straightened up.

3) Help with lab Hardware and Software problems.

4) Maintain printing supplies for all lab printers.

5) Lab Techs are NOT RESPONSIBLE FOR PERSONAL ITEMS.

6) Lab Techs are NOT RESPONSIBLE FOR DOING YOUR HOMEWORK.

Also see the following documents:

Computer Use Policy in the Student Handbook
Student Code of Conduct
Student Copying And Printing Costs

You will be charged for the copying and printing (color and black and white) you do on campus.

Why must we pay for printing and copying services on campus?

Copying and printing, especially, color is expensive no matter how it is done. Individual students from different majors have different printing and copying requirements. Therefore, it would not be fair to charge students one flat rate. Also, some students have their own off-campus printing/copying capabilities, so it would not be fair to charge them. We are charging based upon individual pay-as-you-go use instead.

What The Charge Will Be

See attached schedule of charges. Standard white copy paper will be provided. You must provide any non-standard or colored paper. Note: to prevent printer jams, inkjet glossy, transparency film, material transfer, and card stock over 28lb are not allowed in campus laser printers.

What You Need To Do To Be Able To Print Or Make Copies On Campus

1. Go to the Library to get your Woodbury Student Identification Card.
2. Get a Self Service Account and generate a PIN (Personal Identification Number) for copying/printing.
   - NEVER give out your logon ID password.
   - A 9-digit PIN is required to insert funds into your printing/copying account. The PIN that you will choose must be entered every time you make copies or deposit funds. You will have an account on a server that you will fund and from which the cost of the copies will be taken. So NEVER give out your PIN to anyone else.
3. Charge up your account.
   - Go to the deposit station located on the wall of the copier room in the library, Miller M202, D201, or A110. You may also deposit funds with a debit/credit at https://print.woodbury.edu/webdeposit
   - Enter your PIN number to begin a transaction.
   - Insert $1, $5, $10, or $20 bills face up. Note: there is no “Refund Money” option so make sure you want to feed the bill BEFORE you do so.
   - You will then be told how much money is in your account.
   - Press the D key to end your transaction. Wait a few seconds for the screen to change, then get your receipt.
4. Make copies.
   - Go to a copier, enter your PIN on the external keypad (NOT the one on the display of the copier), press ENTER, wait until the copier features appear on the copier display, then make your copies.
   - ALWAYS press END on the keypad when you are done or someone else could make copies against your account.
5. Make prints.
   - Log onto the PC.
   - Perform your work.
   - Print in the normal manner: nothing special is required.
     NOTE: double-check to make sure your print job is the size you expect it to be BEFORE printing to avoid unnecessary cost to you.
   - A window will appear showing you the cost of the print. You may either Accept the print, or Delete the print.
     Please note that if the cost of the print is higher than is available in your balance, your print job will automatically cancel if you click the Accept button.
   - When you are done, ALWAYS log off your PC so no one else can print under your account.
NOTE: Prices are based on the printer doing the printing, AND the type of print (color or b&w), AND the size of the printed page. To print B&W and be charged appropriately, you must make sure the driver settings are correct before sending the job to a color printer/plotter.

6. Periodically check to make sure you do not run out of money in your account.
   - Go to the Deposit Station located next to the card dispenser in the library, Miller M202 or D201. Card readers are located in all buildings having a lab, except in the Architecture buildings.
   - Log on using your PIN number.
   - The screen will tell you how much money is on your card and in your account.
   - Click the Cancel button

Where Copies Can Be Made

Students can use the copiers in the library, the first floor of Cabrini Hall, and the 2nd floor of the Design Center. Other copiers on campus are for administrative use only.

Where You Can Print

You can print in the library, in any computer lab, or any classroom having a printer.

What To Do If You Have Money left On Your Printing Account And You Decide To Not Return To Woodbury

No refunds are given, so manage your account so little or nothing is left on it.

What To Do If You Suspect Someone Is Using Your PIN Or Printing Under Your Logon ID

Notify the computer lab staff in M204 immediately so they can de-activate your account. If you suspect it to be a logon problem, immediately change your password (contact a lab tech if you do not know how). If you suspect it to be a PIN problem, you will need to request a new PIN. They will transfer whatever remaining dollars are left on your account to the new account.

What To Do When The Paper Jams Or Produces An Unsatisfactory Quality Copy/Print

Immediately report the problem to the Computer Lab staff, Office of Student Development staff, or the Library staff depending on the copier/printer you are using. Use a different copier/printer until the problem can be resolved. Instead of charging a higher cost per copy/print and giving refunds for problems, the cost per copy/print being charged is slightly lower so NO REFUNDS ARE GIVEN.

How And When You Can Get Problems Resolved

First contact the staff supporting the equipment where you are having the problem: Library, Student Development, or the Computer Lab. If they cannot resolve the problem themselves, they will refer you to someone who can. If they are closed, make copies/prints off campus and raise the issue the next day with the department you were told to contact.
# Printing/Copying Prices

Last Revised: 1/12/2010

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