

# Computer Services @ Carroll College

## General Information

Welcome to Carroll College! This sheet will assist you in using campus technology resources on the Carroll College Campus. I hope that the technology available on campus will enhance your academic and student life experience at Carroll.

Please be sure to read Carroll's **Acceptable Use Policy** for computer resources, as it will govern campus computer use by all students who obtain a network account. Be sure you read and understand this policy before you use your account. You will be held responsible for all activity that takes place on your account. Please refer to the policy at <http://www.carroll.edu/offices/ccit/policies.cc>

Loretta Andrews  
Director, Campus Computing and Information Technology

### Setting up an Account

You will need to set up your network account if you want to work in the computer labs or use any of the network resources on campus (printing, Internet, file sharing and e-mail). All Carroll students are eligible to receive an account as long as your account in the Business Office is current. You may obtain your account information by contacting an RTA when you move in or at the CCIT table at Orientation or from the CCIT Help Desk in room 113 O'Connell Hall.

When an account is created, you will receive a username, a password and an e-mail address. You will be asked throughout the year to change your password on a periodic basis. This is an important step to ensure network security. It is also very important that you not share your username or password with anyone else. You are responsible for all activity on your account, even if someone else uses it. The easiest way to access your e-mail is through the Carroll web site. The address for accessing web mail is [www.carroll.edu/students](http://www.carroll.edu/students).

### Getting Help:

CCIT Help Desk: The Campus Computing and Information Technology department can also assist with general computer questions. The Help Desk is located in room 113 O'Connell Hall. You can call 447-HELP (4357) or send us an e-mail at [help@carroll.edu](mailto:help@carroll.edu). The Help Desk is open 8:00 am to 4:30 pm Mon-Fri.

### Print Quota:

Each student has a limit on the number of pages they can print each semester. Each student starts with \$17.50 each semester. Pages are charged at 5 cents a page for black and white printing and 15 cents per page for color prints. If a student uses the entire \$17.50 quota, they may purchase additional prints at the Business Office. CCIT will increase the print quota when you bring in the receipt.

**Please think before your print.** Make sure your computer is not targeted to print to a color printer unless you need a color print. Only print out the information you need. Many times you will only need a portion of a document printed. Be sure to select only the pages you need in the Print dialog box. Rather than printing an entire web page, select only the portions you need and copy and paste to a new document – then print. Not only will you be saving the cost of paper and ink but you will also **save the life of a few trees**.

### Carroll's Web Site:

Do you need to know about course requirements and schedules? Do you want to order books online, talk to your professors and fellow students in discussion areas, see what's on the menu at SoDexHo for the week or what time the soccer game is this weekend? These are just a few of the items you will find online at Carroll. Check it out at [www.carroll.edu/students](http://www.carroll.edu/students).

### Computer Labs:

There are 7 computer labs on campus containing Pentium IV-based, networked computers, running Windows 2000. They have full high-speed Internet and E-Mail access, the Microsoft Office suite, and a host of other applications required for student assignments. All labs are open for student use during the academic year except during scheduled class times or unless otherwise posted.

**Simperman Hall Labs:** Two computer labs are located on the first floor of the north wing in Simperman Hall (Science building) with a total of 40 computers. The labs are open from 8:00 am until midnight Mon.-Thur.; 8:00 am until 5:00 pm Fri; 9:00 am until 5:00 pm Sat and 12 noon until midnight Sun.

**Fortin Lab:** This lab is located in Fortin room 115 and contains 20 computers. The Fortin lab is open from 8:00 am until 5:00 weekdays and is used and managed primarily by the Math/Computer Science department.

**Residence Halls:** Each residence hall has a computer lab just off the lobby with 8 to 10 computers each. These are open 24 hours a day when the resident halls are open.

If you have any questions about the labs, please contact Judi Johnston at 447-4455 or [jjohnsto@carroll.edu](mailto:jjohnsto@carroll.edu). Judi's office is on the first floor of Simperman Hall, next to the computer labs.