UMD
Information
Technology
Systems &
Services

1998/99 Guide to

Student Computing

Phone Numbers:

Lab Hours & General Info	726-8783
UMD Computer Corner Store	726-6218
Help Desk	726-8847
UMDNET Dial-in Line *On-campus*	7831
UMDNET Dial-in Line *Off-campus*	728-7300
ITSS Computer Labs	
•Bohannon Hall 209	726-6379
•Campus Center 41	726-7241
•Engineering 204	726-8876
•Humanities 470	726-6238
•Library 165	726-6549
•Marshall W. Alworth Hall 177	726-7632
•Montague Hall 209	726-8853
•Montague Hall 239	726-8970
•School of Business and Economics 17	726-8858
•School of Business and Economics 45	726-7700

World Wide Web Sites:

UMD Home Page	**www.d.umn.edu**
ITSS Home Page	**www.d.umn.edu/itss**
•Computer Labs	**www.d.umn.edu/itss/labs**
•Documentation	**www.d.umn.edu/itss/docs**
•Software Downloads	**www.d.umn.edu/itss/software**
•Web Development Guide	**www.d.umn.edu/itss/webdev**

Please Help Us Improve!

Send suggestions about lab services,
web-sites, and documentation to:
labmanager@d.umn.edu

Welcome to the computing services available at the University of Minnesota, Duluth campus. This pamphlet is designed to help you understand the computer resources and services available to UMD students. Many of our services are defined according to the level of access you have purchased. In order to keep costs reasonable while meeting a wide range of student needs, Information Technology Systems & Services offers two levels of computer services: *Basic Internet / Email Access* and *Full Lab Access*. You may use both services for class projects, homework, and personal educational use. Personal educational use has certain restrictions (including a not-for-profit clause). These restrictions, as well as policies, rules, etc. are explained in the "Rules for Academic Computer Use" document (see pages 6-7).

*Basic Internet / Email Access***:** All registered UMD students have *Basic Internet / Email Access.* Every student pays a $2.50 per-credit fee (as part of tuition) which provides them with internet/email access and a central system account. Students may access their accounts and browse the World Wide Web from their own computers at home, or at a variety of locations on campus (see page 2).

*Full Lab Access***:** Students who have paid an additional $36 *Full Lab Access* fee gain access to an expanded level of resources for the quarter. If you are enrolled in a course that meets in a computer lab, requires use of computer lab resources, or requires extensive use of central system services, a $36 fee was assessed on your fee statement. If you are not enrolled in a course that assesses the fee you may purchase *Full Lab Access* by paying the $36 fee at the Cashier's window in the Darland Administration Building or at the UMD Computer Corner, and processing the card at a *Full Access Lab* (see pages 2-3).

***Basic Internet / Email Access* allows you to:**
•Use any of the Terminal Areas and Web Labs on campus (for lab
  locations, refer to the map on pages 4-5).
•Connect from home or residence hall with your computer, and the *UMD
  Internet Connection Kit* (available at the UMD *Computer Corner*)
  using: Internet Explorer, Netscape, QVTNet, Mulberry, and PC-Pine.
•"Surf the Internet" using programs such as Netscape and Lynx to browse
  information located on computers around the world, participate in
  Usenet Newsgroups, and access library catalogs.
•Create and post your own World Wide Web home-page.
•Use electronic mail to communicate with students and faculty at UMD
  and other campuses around the world.
•Create and edit text documents using WordPad or SimpleText.
•Use programming languages such as Pascal, C, and Fortran.
•Save up to 5 megabytes of files on your account. You may purchase
  additional disk space (see *Disk Storage* page 3).
•Print to laser printers (fee per page - see *Printing* page 3).

To Begin Using your *Basic Internet / Email* Account: Bring your
Student ID card and a current fee statement to one of the Full Access
Computer Labs and talk to a consultant. On your first visit, you will
receive your account username with a temporary password and instruc-
tions to change your password. You can access your central system
account from the *Web Labs, Terminal Areas*, and from home or the
residence halls using your personal computer and the *UMD Internet
Connection Kit.* This software can be purchased at the *Computer Corner*
(refer to page 9).

***Full Lab Access* allows you to:**
•Use the Full Access computer labs (including Windows95 and
  Macintosh systems, Sun Workstations and X-terminals, and over 100
  popular software packages) for class or personal educational use (for
  lab locations refer to the map on pages 4-5).
•Print to lab laser printers (fee per page - see *Printing* page 3).
•Print to color printers (fee per page - see *Printing* page 3).
•Use specialized lab equipment such as scanners, multimedia tools, etc.
•Save up to 23 megabytes of files on your account. You may purchase
  additional disk space (see *Disk Storage* page 3).
•Save Macintosh and Windows95 files to your central systems disk
  storage area from the labs.

To Begin Using *Full Lab Access***:** If you have paid the quarterly $36 *Full Lab Access* fee (check your fee statement) you can begin using any of the computer labs immediately. The first time you enter a computer lab the consultant will be able to verify that you have paid the fee. If you paid the $36 *Full Lab Access* fee separately from tuition you will receive a card as proof of payment. Present this card to a lab consultant. The consultant will enter your name into a database, and will keep one-half of your card. On subsequent visits, you will need to show your student ID to gain access to the lab.

Disk Storage:

Basic Internet / Email Access allows you to store 5 megabytes of files on your central system account. *Full Lab Access* increases your central system disk storage limit to 23 megabytes.

You can check your current file storage and printing available using the ACCSTAT option of Umenu. You can increase your disk storage quota for the current quarter by purchasing Disk Quota cards at the UMD Computer Corner and presenting these cards to any lab consultant. Each $6 Disk Quota card allows you 15 additional megabytes of disk storage. See the *Unix* and *Umenu* documentation or talk to a lab consultant for more information about disk storage and your account.
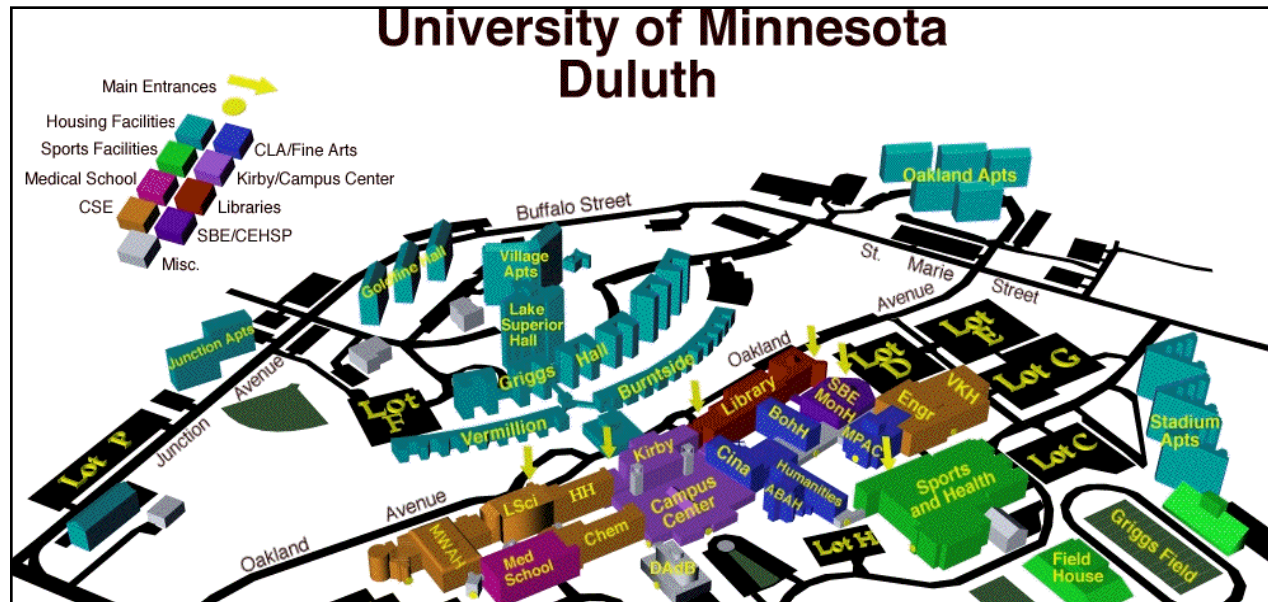
Printing:

Beginning Fall Quarter 1998, printing in all labs costs $.05 per page for black and white print-outs, and $.80 per page for color print-outs. To pay for printing, you can use your U Card. You can add value to your U Card at a machine in the Library (near the circulation desk) or in the Library 165 computer lab. If you do not have a U Card, you can also purchase a "guest" card from these machines. Once you have added value to your card, you can use the card reader and print station at each lab printer to retrieve your printouts. Detailed instructions will be posted by each printer.

There are real dollar costs associated with each page printed (paper, toner, printer wear and tear, etc.). In the past, printing was subsidized by the *Full Lab Access* fee. Separating printing fees from lab fees distributes printing costs more fairly, eliminates excessive / wasteful printing, and allows access fees to be used for other computer related services such as longer lab hours, more access, more powerful hardware, new versions of software , etc.

- *Lake Superior Hall*
- *Oakland Apts*
- *Stadium Apts*
- *Kirby (Student Center)*
- *Goldfine Hall*
- *SBE Atrium*

- *Campus Center 41*
- *Bohannon Hall (BohH) 120*
- *Library 2nd floor*
- *Library 3rd floor*
- *MWAH 177*
- *Library 144 (the Fishbowl)*

University of Minnesota Duluth

Main Entrances
Housing Facilities
Sports Facilities
Medical School
CSE
CLA/Fine Arts
Kirby/Campus Center
Libraries
SBE/CEHSP
Misc.

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Full Access Computer Labs ($55.50 per semester fee):

Montague Hall (MonH) 209 & 239
> *Macintosh computers, color scanners*

School of Business and Economics (SBE) 45
> *Intel-based computers (Windows95)*

School of Business and Economics (SBE) 17
> *Macintosh computers , color printer, color scanners, cd burner*

Humanities 470
> *Intel-based computers (Windows95), color scanner*

Engineering (Engr) 204
> *Intel-based computers (Windows95), color scanner*

Library 165
> *Intel-based computers with Windows95, and Macintosh*

Rules for Academic Computer Use:

1. Computer use is limited to classroom, course related, or personal educational use. Personal educational use includes such things as electronic mail, writing your resume, writing personal correspondence, reading central system bulletin boards (news groups), use of library systems, use of other information systems such as the World Wide Web, learning a software package or computer language, using the public domain software archives, etc. Computer use is restricted to nonprofit use only, and no commercial use of any kind is allowed. If you have any questions about your plans for computer use, you should email <labmanager@d.umn.edu> or talk with a consultant before starting your project.

2. Computer use is limited to the person who paid the fee. This means that you may not do work for another person, including another student. Group projects in the computer labs, where several students work together, are only allowed if all students in the group pay the *Full Lab Access* fee. You cannot allow other people access to lab computers or central system services with your ID or password.

3. UMD will make every effort to provide computers and computer services to meet the student and course work demands, however, there are reasonable upper bounds on computer usage. Excess amounts of central processor time will be checked for on central systems. If long lines exist for workstations, terminals, or microcomputers, a limits of 1 hour per session may be enforced.

4. Absolutely no software piracy will be tolerated. Any student caught copying copyrighted software or illegally using or distributing copyrighted software will immediately have their access to the computer lab areas revoked and will be referred to the Student Conduct Code Coordinator.

5. Absolutely no abuse of equipment or unauthorized modification of software or data will be tolerated.

6. Absolutely no misuse of central systems, the network, or other systems on the network will be tolerated. This includes, but is not limited to: breaking into, halting, slowing down, or breaching security of the network or systems on the network (or efforts or attempts at doing these things); abusing another person's data or account; harassment or abuse of other users on the network or systems on the network.

7. Acceptable use of network services will be based on the documents available in the *Appropriate Use* section of the UMD Information Technology Systems & Services web site (http://www.d.umn.edu/itss/). These include documents on specific central-system rules, and guidelines for your central systems account, etc.
8. Personal educational use of computing equipment is limited to off hours or slow periods. Course-related computing takes precedence over personal computing, and a consultant may ask those who are not doing course-related work in the labs to give up their computers. When a lab is over 75% full, or the network is heavily loaded, computer use will be limited to course-related academic work only. No personal or recreational computing (including game playing) will be permitted during these times.

Violating Academic Computer Use Rules:

The consequences for breaking any of the above rules will depend on the seriousness of the offense. Serious offenses will be referred to the Student Conduct Code Coordinator immediately. In most cases the following series of events will occur:

1. The person will be contacted by a staff person at the first possible opportunity. When the problem is class related the instructor of the course involved will also be contacted.
2. If an agreement cannot be reached at that time, or the person cannot be reached, computing access will be revoked until an agreement is reached.
3. If discussions cannot be initiated or agreement cannot be reached, the problem will be immediately referred to the Student Conduct Code Coordinator.
4. A hold may be placed on a student's records if there are outstanding charges for damaged equipment or for other cost recovery related items.
5. As required, the incident will be referred to the criminal authorities for violations of city, state and/or federal laws.

Hardware available with *Basic Internet / Email Access:*

•**Basic Internet / Email Access terminals -** connected to the campus network and central systems.

•**Basic Internet / Email Access web stations** - Intel-based computers running Windows95, Mulberry, Netscape, Internet Explorer, WinQVT, WS FTP, WordPad, and Student Access System; iMacs running OS 8.1, Mulberry, Netscape, Internet Explorer, Fetch, SimpleText, and Student Access System.

•**Laser printers** – See *Printing*.

Hardware available with *Full Lab Access*:

•**Intel-Based Pentium and Pentium II computers** (Windows 95) - All have hard drives, ethernet LAN connections, color graphics capabilities, CD-ROM drives and Zip drives.

•**Power Macintosh computers -** All have hard drives, ethernet LAN connections, and color graphic capabilities. Most have CD-ROM and Zip drives.

•**Sun workstations –** Personal workstations with large screen color monitors running the UNIX operating system.

•**X-terminals –** High resolution graphics terminals that use the X windowing and graphic environment to connect to central system computers.

•**Scanners -** used to convert printed graphics into images the computer can manipulate. Some have OCR (text) capability.

•**Black & white laser printers and color printers–** See *Printing*.

Software (*Full Lab Access* only)- over 100 applications, including:

•**Available on Intel-based computers (Windows95) –**
   Word Processing: WordPerfect, MS Word
   Desktop Publishing: PageMaker, FrameMaker
   Graphics: AutoCAD, Harvard Graphics, CorelDraw, Paintshop Pro
   Spreadsheet: Lotus 123, Excel
   Database: Microsoft Access
   Communication: QVTNet, Netscape, Internet Explorer, WS-FTP, Mulberry
   Programming: C++, BASIC, Fortran, Lisp, Pascal
   Presentation: PowerPoint, MS Project
   Web Development: Adobe PageMill

•**Available on Macintosh computers -**
   Word Processing: WordPerfect, MS Word
   Desktop Publishing: PageMaker, QuarkXpress
   Graphics: PhotoShop, Painter, Freehand Suite, Director, Illustrator
   Spreadsheet: Excel
   Database: FileMaker Pro
   Communication: Telnet, Netscape, Internet Explorer, Fetch, Mulberry
   Programming: HyperCard, Think C, Think Pascal
   Math and Statistics: Mathematica, MathCad
   Presentation: PowerPoint
   Web Development: Adobe PageMill

UMD Computer Corner

Kirby (Student Center), 2nd floor (726-6218):

- **UMD Internet Connection Kit** - buy a CD or disks containing the software you need to connect to UMD from home or from the Residence Halls.
- **Computer Lab Access and Service cards** - buy a $36 card to gain *Full Lab Access* for the quarter or a $6 card to gain *Full Lab Access* for the day or to increase your *Disk Storage*.
- **Micron, Apple, and Summit** - these brands of microcomputer hardware are sold at a discounted price to UMD students, faculty, and staff and can be serviced by the Information Technology Systems & Services computer maintenance personnel.
- **Ethernet Cards** - direct access to the network without using the phone line if you live in one of the Residence Halls that offers ethernet connections.

Other sources of information:

- **World Wide Web Sites** - listed on the back cover.
- **Seminars** - posted in most labs and terminal areas and at: http://www.d.umn.edu/itss/support
- **ITSS Lab Consultants**- available in Full Access Labs.
- **Documentation** on Unix, Email, Umenu, and other central systems and PC software and services - available in the Library 165 computer lab and at the Documentation web site listed on the back cover.
- **Software manuals and books** from the popular "*For Dummies*" series available at the *Library 165* computer lab and for checkout from the *UMD Library* reserve desk.
- **ReadMe, Tutorial and Help files** on the computers and networks.
- **On-line tutorials and lessons**
- **ITSS Help Desk:** 726-8847
    Staffed 8:00 am - 4:30 pm, Monday - Friday

What's in this Pamphlet?

What's New for 1998/1999?

Web Labs
•Pentiums in most of the Web Labs:
   Lib 2nd & 3rd floor, BohH 120, and CCtr 41
•iMacs in Library 144 (the Fish Bowl)

Full Access Labs
•Pentium IIs in Lib 165 (53 of the 66 PCs upgraded)
•G3 board upgrades (with 64 MB Ram):
   Lib 165, SBE 17, and MonH 209
•7300/200 Power Macs in MonH 239

Printing
•New HP Laser Printers:
   Lib 165, H 470, SBE 45, and Engr 204
•Color Printing for both Macintosh and Windows 95
•Printing in all labs requires fee per page (see page 3)