

How do I log in and out of the Student computer system.

You can log into the student computer system by going to one of the Student computer laboratories around the campus. The procedure to login is given below:

Login using Windows XP & Windows 7:

1. Turn on the computer and monitor. Windows will take a moment to load simultaneously.
2. When a dialogue box appears, press the three keys: **CTRL+ALT+DEL**.
3. The next dialogue box will appear prompting you to enter your USERNAME, PASSWORD and DOMAIN.
Eg:
USERNAME: 00400231abcd
PASSWORD: drwo86dup
DOMAIN: STUDENT

Note: If you change your windows logon password at any time, your e-mail and Internet logon password will also change accordingly.

4. Click OK to continue.

To log out:

1. Click on the Start bar and Select Log off (Windows7) or select Log off from Shutdown menu (Win 7).
2. A dialogue box appears for you to confirm your selection (Win XP). Win 7 logs off immediately if no apps running.
3. Click the Log Off button.

Email addresses: What are they and how do they work.

Electronic mail is one of the most widely-used services on the Unitech computer system. With e-mail, you can send messages to other users around Unitech and also around the world.

The email packages or client you will be using are Internet Explorer, Mozilla Firefox and Google Chrome.

To use the email please follow these steps:

1. Double Click on Internet Explorer, Mozilla Firefox or Google Chrome from the desktop or launch either one from **Start/All Programs** menu.
2. Enter the following text in the address bar <https://accounts.google.com/ServiceLogin> if not already loaded as the default page. A page opens prompting for email ID and password.
3. Enter your email ID and password as provided on your ID Slip. Eg:
Email ID:
00400231abcd@student.pnguot.ac.pg
Password: drwo86dup

How to use your web browser to access the Internet.

To access the Internet from student computer labs, click the Internet Explorer or Mozilla Firefox icon on your computer desktop or launch it from **Start/All programs** menu.

When a dialogue box appears, you are prompted to enter your User ID and your password as stated in your Internet ID Notification slip.

NOTE: DO NOT lose your ID slip, it will cost you time to get another one.

Operations and Maintenance Services

Operations and Maintenance Services (OMS) is your point of contact for your hardware problems or any computer accessories you may need during the academic year. The ICT Services Department, through the OMS, sells computer accessories such as flash drives, mouse, keyboard, etc. Your computer repair job can be done at an affordable (student) price. You may contact the OMS via this telephone no: 473 4721 or email ICT helpdesk on email: helpdesk@its.unitech.ac.pg

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Your Guide to Unitech's computer system
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*Information and
Communication Technology
Services (ICTS)*

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ABOUT THIS GUIDE

This guide offers a general introduction on Information and Communication Technology Services for students and staff. You will find basic instructions on how to use and explore the features of electronic mail, mailing lists, and Web browsers.

Among the topics covered in this guide are the following:

Student Account: User accounts on Student computer system, one of Unitech's public computer system, is provided to students and is available to all Unitech staff. When you receive your account information, you also receive a user ID and a password that you enter each time you login to the student computer system.

If you do not currently have a student account, please call in at the ICTS Helpdesk for assistance. (Always bring along your student ID).

- **Login:** How to log in to your student account using your student user ID and password to gain access to the Student Network (domain).
- **Electronic mail:** The basics of electronic mail (e-mail) packages supported by ICTS: Webmail, Outlook Express, and Microsoft Outlook. Student email is only accessible via Webmail.
- **Mailing Lists:** Mailing Lists, a type of electronic discussion group, offer a convenient means for a group of people to communicate with each other on a given topic or range of topics.

StudentNet: StudentNet is the campus-wide computer networking system for students that provides high-speed communications among computers, including Unitech connection to the Internet.

World Wide Web: With a Web browser and connection to the Internet, you can browse the Web. Ten (10) computers in each of five (5) labs (Calc, Haus Europa 2, 4, 5 and Tololo) are turned on for Internet access afterhours on both weekdays and weekends. The Haus Europa Lab 3, Matheson Lab (Library) and Sandover including the two labs at the female residence halls have full Internet access.

ICT computer services

The office of the Information and Communication Technology Services (ICTS) provides a number of computing services to the Unitech Community. Several of these are summarized below.

ICTS help desk

The ICTS Help Desk is your first point of contact for your technology needs. The staffs, a mix of full-time and part-time personnel, all have training in technical and customer service skills. In addition, the Help Desk officer, when necessary, will put you in touch with ICTS's many advanced technology professionals.

When contacting the Helpdesk it is important to have relevant information handy; such as your computer make and model, software version, any error messages you've received and the steps you've taken so far. This will allow the technical staffs to have a better understanding of your issue and will take the first step towards resolution.

You can contact ICTS Helpdesk via the e-mail: helpdesk@its.unitech.ac.pg or call 473 4212 or visit our office (office hours only) at Haus Europa which is located next to the Matheson Library.

What is the StudentNet System?

The **studentNet** or **Student domain** is an example of *distributed computing*. This means that

information is stored on many different computers all linked together. Thus, when you login to the Student computer system, you are in fact login in to one of the dozens of computers that comprise the system.

What is an account and how do I get one?

An account on the student computer network system is the means by which you identify yourself to the computer. Your account name, also known as your username or userID which is a 12 character name is usually your student no followed by first two letters of your names (eg: 06552322agfr) and you are assigned an initial password provided on your ID slip which is given to you during registration so that you can log on. Your account gives you access to the computer services, including e-mail, the Internet, and files storage space.

Home Area: When your account on the student domain system is created, you are allocated 50 megabytes of disk space for your use. This space, accessible from any computer on the system and is known as your home directory (area). Each time you log in to the system, using your user ID (login ID) and your password, you authenticate to the system that you are in fact who you say you are. Once the system has authenticated your login, you can make changes, such as creating new files and editing existing files in your home directory.

Student account: All current undergraduate and graduate students are automatically provided with an account on the Student computer system. A user ID and initial password are given to each student at the beginning of the school year during the registration week.

Detailed information can be viewed on www.unitech.ac.pg