

WHO YA GONNA CALL?

CUS Help Desk
x7525 (503-777-7525)
cus@reed.edu
M-F 8:30a-5p
Student Workers Available Sun-Th 5p-12a
CHAT with CUS!

Look for this icon at:



web.reed.edu/cis/help

Computer Hardware Shop
x7277 (503-777-7277)
M-F 8:30a-5p (gone 12-1)
chs@reed.edu

tsg.reed.edu/hardwareshop

Computer Store
x7253 (503-777-7253)
M-F 8:30a-5p (gone 12-1)
mac-purchase@reed.edu

tsg.reed.edu/sales



QUESTIONS? CONCERNS?

Interested in Working for CUS?
Taylor Smith
x7571 (503-777-7571)
smitht@reed.edu

Special Requests or concerns about service?
Tony Palomino
x6622 (503-788-6622)
palomint@reed.edu

If all else fails...
Marty Ringle
Chief Technology Officer
x7254 (503-777-7254)
ringle@reed.edu

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SAFE COMPUTING

BACKUPS

As a student of Reed College, you have many ways to make sure your data is never lost. You can store information on Reed's home server, on a CD or DVD, an external drive, or a flash drive. It is always a good idea to have several backups in different locations.

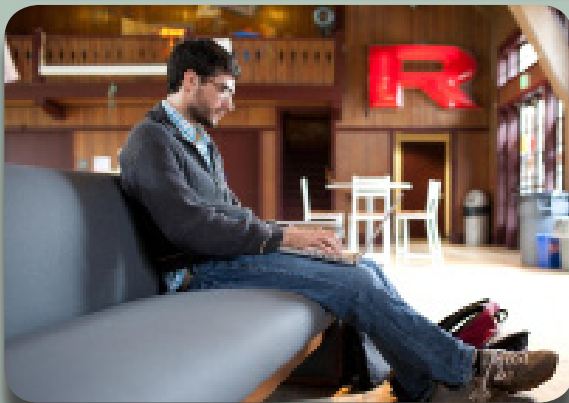
tsg.reed.edu/backup

PHISHING

Phishing is a practice used by scammers who send official-looking e-mails and sometimes links to replica websites in order to trick users into divulging personal information (e.g., usernames, passwords, account numbers, and birth dates) for the purpose of identity theft.

tsg.reed.edu/phish

1. Never send your password over email...to anyone!
2. CIS will **NEVER** ask for your password
3. Don't click on links in emails or open unexpected attachments
4. Report phishing attempts to report-phish@reed.edu
5. If in doubt, contact CUS before you reply to an email or visit a website!



VIRUSES AND MALWARE

We recommend that all users install some type of anti-virus software. We offer Symantec Anti-Virus which you can download for free from our software page:

tsg.reed.edu/antivirus

PASSWORDS

password
Worst password ever!

security
Using dictionary words is a poor choice

Security!
Not bad, but you can do better

+h3_VaU1t
Secure and easy to remember (pronounced "The Vault")!

A secure password is essential to protect your confidential data and access to your private accounts. Use a combination of letters, numbers and special characters to create a password that is easy for you to remember, but difficult for others to guess.

tsg.reed.edu/password



EMERGENCY NOTIFICATIONS

Students may opt-in to Reed's Emergency Alert Service which provides rapid notification in the event of an emergency. You have a choice of receiving alerts via text message, cell phone, Reed email, other email, or any combination of the above. We highly encourage students to sign up their Reed email address. tsg.reed.edu/alert

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REED COLLEGE

TECHNOLOGY SURVIVAL GUIDE - 2011 - STUDENT EDITION



WHAT'S NEW THIS YEAR?

GOOGLE CALENDAR AND DOCS

Google Calendar and Google Docs are now available to use with your Reed account. Google Calendar provides a campus-wide calendaring solution and makes it easy to share calendars and schedule events with others at Reed. Google Docs is a powerful collaboration tool that lets you create and share documents, spreadsheets, presentations and much more.

Use great care when dealing with confidential or sensitive information in Google Docs. Do not store personal information that could be used for identity theft (e.g. social security numbers, birth dates, bank account numbers, driver's licenses, health care data, pay roll data).

calendar.reed.edu

reed.edu/google

docs.reed.edu

COMPUTER LAB REVAMP

IRC 3 on the first floor of the ETC has been remodeled to better support a collaborative environment. Improvements include modular furniture, iMac computers, a 46" display, a short throw projector with an interactive whiteboard, charging stations for laptops and mobile devices, and comfy seating. Laptops are also available for short-term checkout.

SCAN TO E-MAIL

Want to save paper? The library basement copiers can scan your documents with ease and send the electronic version to your inbox or anyone else with an e-mail address! Just look for the instructions posted on the wall near the copiers to get started.

tsg.reed.edu/scan2email

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KERBEROS

Your Kerberos username and password is used to access a number of computing resources at Reed: IRIS, Moodle, e-mail, computer lab logins, etc. If you tell someone your password, you've just handed over the ability to charge you for printing, look at your personal files, and even view your confidential school records (not to mention it's also a violation of the user agreement). Your Kerberos username is some combination of your first and last name. For example, the username for a student named James Peach could be "jpeach."

Did you forget your username? Did you forget your password? Want to change your security questions? Point your web browser to account-tools.reed.edu

GETTING ON THE WEB

Reed provides wireless and wired coverage across campus. There are two wireless networks available at Reed: "Reednet" and "Reed1x." **Reednet** is an *unencrypted* network that is intended for visitors and guests. **Reed1x** is an *encrypted* network and is restricted to Reed community members. For increased security, we recommend you connect to the Reed1x wireless network.

Connecting to Reed1x

1. Select Reed1x from your list of wireless networks
2. When prompted, enter your Kerberos username and password
3. Contact the CUS Help Desk if you have trouble connecting (Note: Windows users may need to follow additional steps to connect)



Connecting to Ethernet

Though wireless is convenient, a wired connection will be more stable and provide faster downloads.

1. Plug in an ethernet cable to your computer
2. Open up a web browser and you will be redirected to a registration page
3. Choose the *Reed Community Member* option and enter your Kerberos username and password.

Have a friend visiting who needs internet access? **Don't give out your password!** Instead, get them online by registering their computer as a "Guest of a Reed Community Member" (on Reednet or wired).

RESOURCES AVAILABLE TO YOU:

DROPTBOX

Need to share a file with another Reedie? With just a few clicks of the mouse, you can upload it to the user's dropbox:

1. Navigate to dropbox.reed.edu
2. Follow the simple instructions to locate your recipient.
3. Upload the file you wish to share. Dropbox will send an e-mail notification to the recipient of the file you have uploaded. Keep in mind that dropbox files expire after two weeks. Do not share copyrighted materials!

dropbox.reed.edu

PROXY SERVER

Living off campus? Hate having to be in the library to access all of your favorite JSTOR articles? Configure the Reed proxy server on your computer and then you can access most of the library resources (e.g. JSTOR, Web of Science) from any location.

tsg.reed.edu/proxy

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RESOURCES AVAILABLE TO YOU (CONTINUED):

HOME SERVER

Back up and store your academic work to Reed's network file system called AFS. Each Reedie has their own home folder that holds up to 5GB of data. For quick access to AFS from any computer, go to

files.reed.edu

For seamless access from your computer, download and install Reed's AFS software from

downloads.reed.edu

Want to create your own personal webpage? Place the html files within the "html" directory of your home folder. Your webpage is accessible from:

people.reed.edu/~username

E-MAIL

Accessing your Reed e-mail is easy over the web. Simply log in with your Kerberos username and password at:

webmail.reed.edu

If you prefer to use an e-mail client, such as Mozilla Thunderbird or Apple Mail, CUS can help configure it on your computer. Stop by the Help Desk for assistance or view our setup instructions:

tsg.reed.edu/email

PRINTING

Network printers are available for students to use in the dorms, Library, and IRC computer labs. Want to print from your own computer? Add the printer to your computer, and release your print job over the web. See the instructions on our website:

tsg.reed.edu/print

BLACK & WHITE

8¢ per side

COLOR

35¢ per side

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OTHER ACADEMIC SERVERS

There are other academic folders in AFS that you may need to access.

Courses - Used by some professors to share course-related materials with the class.

Griffin Exchange - Used by campus organizations and committees that need to share files.

files.reed.edu

MOODLE

In some courses at Reed you may have the opportunity to use Moodle. Moodle is an online learning tool that can be used to host discussion communities, distribute course materials, and administer exams. Moodle can also be used for student organizations upon request.

moodle.reed.edu

SOFTWARE DOWNLOADS

Some of Reed's site-licensed software is available for students to install on their Mac or Windows computer. Other software is "keyed" which shares a limited pool of licenses while still allowing it to be run from a personal computer. Learn more at:

downloads.reed.edu

Seniors get \$40/year of printing credit.

-All other students get \$20/year of printing credit.

-Additional print charges are billed to your account.

If you brought a wireless printer to use in your dorm, check with CUS before setting it up to avoid causing problems on our network.

COMPUTING POLICIES:

DIGITAL PIRACY

Copyright law determines how you can legally download and/or share creative works. Unfortunately, the vast majority of media sharing on the internet infringes on copyrights and is illegal. Like any other illegal activity that uses Reed's computing resources, this is a violation of the computer user agreement. Copyright infringement and other unauthorized use of digital materials may be grounds for legal action. The college protects your privacy as well as it can, but in some cases the law requires that certain steps must be taken, which can include suspending computing privileges.

tsg.reed.edu/copyright



GENERAL COMPUTING

Refresh your memory of the computer user agreement here: tsg.reed.edu/agree

By signing, you agree to abide by Reed's computing policies. You can read about them here:

tsg.reed.edu/cpc

Interested in shaping the future of computing at Reed? The Computing Policy Committee does just that. Find out more at:

tsg.reed.edu/policy

This **Technology Survival Guide** is brought to you by Santiago Leyba, Taylor Smith, and the whole gang in **Computing and Information Services** at Reed College.

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