

STARTING OUT:

Resource Information for new Chatham University network users

User Names and Passwords

Every Chatham network user has a unique user name. For new users at Chatham University, the username will follow a first initial, last name convention. If two users have the same first initial and same last name, a single digit is added at the end of the user name, as in the case John and Jane Jones – jjones1 and jjones2 are used to distinguish them. Your password will be the following combination: First initial, last initial, birth month, birth day, birth year (jjMMDDYYYY). For Jane Smith, born 1/8/1983, her password would be: js01081983.

* You should have received information regarding your username and temporary password. If you have not received this information or have forgotten it, please call the Helpdesk at 412-365-1112. **Passwords MUST be changed during the first logon.**

Logging On to Campus Computers:

Press the [Ctrl]+[Alt]+[Del] keys at the same time to advance to the Logon Information dialog box. In Windows, [Ctrl]+[Alt]+[Del] opens the Windows Security window for multiple commands.

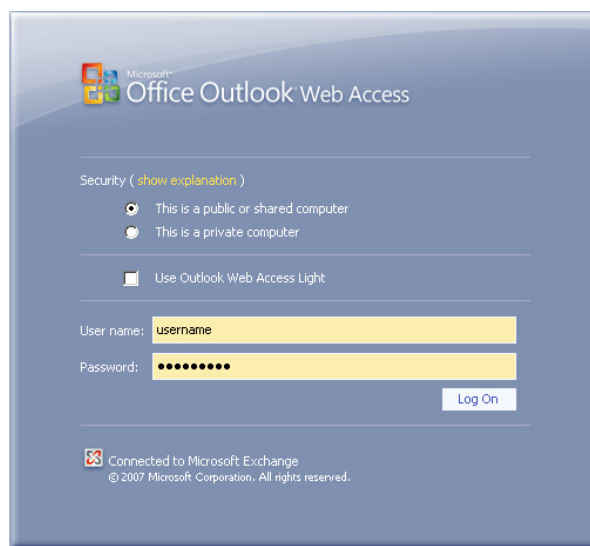
To log into Windows XP:

1. Type your user name.
2. Press [Tab] and type your password.
3. Ensure that the domain selected is Chatham. If the domain selected is not Chatham, click the drop down menu arrow and select Chatham.
4. Select OK.

**** If your first logon is from off-campus, you should begin by logging into your email. As soon as you login, you'll need to reset your password.****

Logging On to Email from Off-Campus:

When you logon on to the email system a window will open to enter your username and password.



You may login to your email by going to: <http://webmail.chatham.edu>.

Password Tips

Protecting your password is very important which is why we suggest using a complex password. At Chatham, we only require that your password be at least 6 characters long. By definition, a complex password incorporates at least all of the following:

- Lower case letters
- Upper case letters
- Numbers (for instance, 1, 2, 3)
- Symbols (for instance, @, =, -, and so on)
- Unicode characters

You will also be required to change your password every 120 days; however, you can change your password anytime you like by logging into any campus computer, then selecting [Ctrl]+[Alt]+[Delete] and then the Change Password Option. Finally, the network checks your password history to make sure you don't use an old password, even two or three versions back. In other words, you will never be able to re-use an old password (or it will be so old, for instance 50 versions back, you wouldn't remember it anymore).

Tablet PCs (*Undergraduate Students Only*)

The tablet computer you receive will be able to access the University's expanded wireless network, as well as hard-wired locations in classrooms and residence halls. The wireless network now includes most academic buildings and open spaces except for Mellon Hall and the residence halls.

Please refer to and understand the contract you signed when receiving your new tablet for all information. The following are highlights of key points.

- The tablet PC you received remains Chatham University property until proof of your graduation is received. After graduation, ownership will be transferred from Chatham University to the student.
- You, the student, are responsible for providing insurance to cover theft and/or damage to the tablet PC. You will be responsible for any cost involved (including replacement) should the tablet be damaged (due to misuse not covered under warranty) or theft.
- Any problems concerning your tablet PC should be reported to the Helpdesk. DO NOT ATTEMPT TO FIX YOUR OWN TABLET, THIS WILL VOID THE WARRANTY. The Helpdesk has undergone training and certification through HP. Any repairs to the tablet MUST begin with the Helpdesk.
- Any hardware upgrades to the tablet must also be performed by the Helpdesk. Hardware upgrades performed elsewhere will void the tablet warranty.

All students receiving tablets are required to attend the tablet training sessions provided by Information Technology. You should have received information instructing you to register for a Tablet Orientation session scheduled during new student orientation. You can register for these sessions by visiting the Happenings section of myChatham.

Network Resources and Your Responsibilities

As a network user, you have access to many resources. The following is a list of everything you will have access to, followed by a brief description.

- **myChatham** – the Chatham Intranet. This is a site dedicated to Chatham affairs. You can find people on campus; see the menus for the dining hall, and view campus announcements and news. You can also view your student account, grades, course schedule and access Library resources from myChatham.
- **U Drive** - is a network folder on which you can store up to 100 MB of information. This can be accessed on any campus computer, but not from off-campus. When you are logged in to the campus network and you need to save something, choose **<your username> on 'Cuser1\<first initial of your username>' (U:)**.

Please note that every night around 12:00 am, every campus lab computer wipes itself clean of any files or folders not originally stored in its memory. This means that unless you don't need a file/folder **you should not save files to local machines housed in public lab areas**. The U Drive is backed up every night so that your information is safe.

- **Moodle** - is a web-based program for courses offered at Chatham. The same username and password you use to logon to the campus network and your email should be used to login to Moodle. Professors upload information to their courses on Moodle where students can view, download, submit, or discuss the information. Simply search for the course you are taking and enroll.
- **Campus Portal** – The campus portal is a web-based program for Chatham implemented in the Fall of 2006. It is tied to the student information system. The purpose of the portal is to allow students access to their student information including; student accounts and online registration. To access the campus portal, visit <http://portal.chatham.edu>. The same username and password you use to logon to the campus network and your email should be used to login to the Student portal. If you have problems accessing the portal, please contact the Helpdesk at 412-365-1112. If you encounter errors in your student information, please contact the Student Services center at 412-365-2797.
- **Email** - As soon as your account is created; you have a Chatham email account. This account is your **username@chatham.edu** and you can access this from any computer that has Internet. All of your email from Chatham will go to this email box. We recommend you check it at least once a day.

- **Atomic Learning** - Chatham University has chosen Atomic Learning as an online software training resource for faculty, staff and students. It provides training on over 110 of the most commonly used software applications, such as Microsoft Office, Adobe Creative Suite, Appleworks, Moodle and many more. Atomic Learning breaks down each application into manageable tasks and explains each task through a one- to three-minute tutorial. You can view a tutorial when you have a quick question about a program you're using, or you can view a series of tutorials and master an entire application. Over 500 new tutorials added to the site every 45 days, so you should check back often.

To access the site:

1. Go to www.AtomicLearning.com/highed
2. Log in using the following information:
 - Username: chatham
 - Password: chatham
3. Click on the Training/Support tab.
4. Download the Getting Started Guide, or watch the Getting Started: Overview tutorial.

Your Responsibilities

The following is a summary of the policies of Information Technology at Chatham University. The Acceptable Use Policies and Electronic Honor Code can both be found on myChatham (the University Intranet).

As a member of the Chatham University Community with a user account, you are responsible for adhering to the policies set forth by the Information Technology Department. Violation of these policies may result in termination or suspension of your account and or network privileges or any other action deemed fit by management. Please direct any questions or comments to the Helpdesk at helpdesk@chatham.edu or 412-365-1112.

1. The Chatham University network is intended for the academic, administrative, and research efforts of the members of the Chatham University community. It may not be used for personal gain, including the support of a commercial or personal business, or to solicit goods, services, or money (chain letters, pyramid schemes, etc.)
2. Information Technologies and the campus network may not be used to violate any federal, state, or local laws or any of the policies of Chatham University.
3. You may not use information technology or the campus network to engage in copyright infringements, including the unauthorized distribution of copyrighted material, software piracy, and copyrighted music. This includes, but is not limited to, the distribution of copyrighted music files (MP3's, etc.) via services like Kazaa, etc.
4. You should help maintain the integrity of the campus network by ensuring that your password(s) is (are) kept strictly confidential. Please select a password that is not easy to guess and do not share your password or write it down. You are solely responsible for all activity that originates from your account(s) or from the I.P. address that is assigned to your computer. Please remember to log out of your accounts if you leave your computer unattended. If you believe your password has been compromised, reset it immediately, or call the helpdesk.

5. You are asked to treat all Chatham technology resources with care and respect:
- Please report any hardware, software, or virus issues to the Chatham University Help Desk at helpdesk@chatham.edu.
 - Please manage your personal network space and e-mail space.
 - The theft or unauthorized use or removal of any Chatham-owned technology resources is punishable by the University and or local, state, and/or federal agencies.
 - Only one computer may be connected to each jack in the residence halls. No devices other than a single network interface card may be connected.
 - Personal networking equipment such as hubs, switches, and wireless hubs, may not be connected to the campus network.
 - You may not possess or use any hardware or software that is designed to probe the campus network or interfere with the security or normal operation of the campus network.

Information Technology does not routinely access email or personal files that utilize the campus network, but reserves the right to access any items that are stored on or utilize Chatham owned technology resources while performing routine system maintenance or while investigating a potential network violation.

For additional information on Chatham computer resources, including using Moodle, using the Outlook (email) web client, and tablet information, please visit the documents tab in:

<http://my.chatham.edu>