

Computer Labs:

- Royce Brown 116
- Royce Brown 129 & 129A
- Science 29A & 29D
- R. T. Williams Library 1st & 2nd floor lobbies (for research only)
- Herrick, Education Lab 130 (Mac lab)
- Fine Arts (restricted)

Printers are available in each lab. Lab assistants are normally on duty during the afternoon and evening hours. Most labs are freely available from 8 AM to 11 PM except when classes are in session.

All labs (except the Mac lab) are equipped with Windows XP Professional, Office XP or Office 2003, and course-specific software.

User Accounts:

Users are assigned user accounts which provide access to network resources and email.

****User accounts will be activated when the user completes registration.**

Each user is assigned a login name and password. Passwords consist of the last 5 digits of the ID# which must be changed when the user logs in for the first time. When creating the new password, use 5 or more characters, preferably a combination of numbers and letters for more security.

Network Privileges:

- Internet access
- 100 MB of personal network storage
- Online access to Library catalog and databases
- my.snu.edu provides:
 - Email
 - Current class schedule and grades
 - Class scheduling and registration information via Univisor
 - Personal account information
 - Storm Search - online student directory
 - Current chapel status
 - Moodle - online class participation

Helpdesk Staff

Chichi Freeland—Network Coordinator
Mark Murray—Network Technician
Natasha Moore—Network Technician
Lauren Hutchings—Network Assistant

Student-owned computer support:

For support for laptops received through the laptop program, call 491.6230 or go to <http://laptop.snu.edu>. The Laptop Center in Bresee 101 will handle all requests for support for laptops acquired through the laptop program.

The IT Helpdesk provides network support, including connections, logins, email, etc. Call 491-6396 for help with these applications.

Students using Mac machines can find information about setting up email and accessing network folders at: <http://clean.snu.edu> under Mac Help.

Visit <http://clean.snu.edu> for free tools to protect your PC against viruses and spyware.

For other student owned machines hardware support can be obtained through local vendors.

Anti-Virus Protection:

SNU IT provides **free** anti-virus software for students who either have no anti-virus software or their current software license is out of date. If you would like to install this software, go to <http://my.snu.edu/mcafee>.

PC Recommendation:

When purchasing a computer, we recommend the following specs as a **minimum**:

- Pentium 4 processor
- 1 GB of RAM
- 80 gigabyte hard drive
- Windows XP
- Microsoft Office XP, Office 2003 or Office 2007
- Anti-virus software

For more information on policies and procedures, please visit

www.snu.edu/it

Southern Nazarene University

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SNU IT



Information Technology
Network Information
2009—2010

Network Office
Helpdesk Phone

Herrick 143
405.491.6396

Dorm Connections:

Each dorm room is equipped with a single network connection for student computers. Each dorm also has wireless Internet capability. Students wishing to connect more than 1 computer per room to the wired connection may purchase a hub/switch and network cables from the University Bookstore or any local computer retail store. One cable will run from each pc to the hub/switch and one will run from the hub/switch to the wall jack. Make sure to measure the distances from the wall jack to the hub and from the hub to the computers in order to buy the appropriate lengths of cable.

Wireless is also available in the dorms and across campus. Wireless routers are unnecessary and are not permitted.

Windows 98

1. Right-click on Internet Explorer and select Properties.
2. Click on the Connection tab and then on the Setup button.
3. Select "I want to set up my Internet connection manually..." and click on Next.
4. Select "I connect through a local area network [LAN]" and click on Next.
5. Leave the check mark on "Automatic discovery of proxy server" and click on Next.
6. Select "No" for Internet mail account and click on Next.
7. Click Finish.

Windows XP

1. Right-click on Internet Explorer and select Internet Properties.
2. Click on the Connection tab and then on the Setup button.
3. Click Next and select "Connect to the Internet."
4. Select "Connect using a broadband connections that is always on."
5. Click Finish.

This will allow you to access the Internet and MySNU, through which you may access your email. MySNU will also provide access to network drives such as your personal F: drive, which contains 25 MB of file space, or the group G: drive, which contains shared files used for classes, through the NetStorage link at <http://my.snu.edu>

