

# Computer Services @ Carroll College

## General Information

Welcome to Carroll College! This sheet will assist you in using campus technology resources on the Carroll College Campus. I hope that the technology available on campus will enhance your academic and student life experience at Carroll.

Please be sure to read and understand Carroll's **Acceptable Use Policy** for computer resources before you use your account, as it will govern campus computer use by all students who obtain a network account. You will be held responsible for all activity that takes place on your account, so also be sure to keep your account information private. Please refer to the policy at <http://www.carroll.edu/offices/ccit/policies.cc>

Loretta Andrews  
Director, Campus Computing and Information Technology

### Setting up an Account

A Carroll network account is required to access all college-owned computer systems on campus and to utilize network resources on campus (printing, Internet, file sharing and e-mail). All incoming Carroll students should have received their personal network account information in the mail prior to the start of the semester. A network account consists of a username, password and e-mail address. Please visit the CCIT table at Orientation or the CCIT Help Desk in room 113 O'Connell Hall if you have not received your network username and password.

You will be asked throughout the year to change your password on a periodic basis. This is an important step to ensure network security. It is very important that you not share your username or password with anyone else. You are responsible for all activity on your account, even if someone else uses it. The easiest way to access your e-mail is through the Carroll web site. The address for accessing web mail is [www.carroll.edu/students](http://www.carroll.edu/students).

### Getting Help:

CCIT Help Desk: The Campus Computing and Information Technology department can assist with general computer questions. The Help Desk is located in room **113 O'Connell Hall**. You can reach us at **447-HELP (4357)**. The Help Desk is open 8:00 am to 4:30 pm Mon-Fri. You can also find answers to many of your technology questions on the web site at <http://www.carroll.edu/offices/ccit/>.

### Print Quota:

Each student has a limit on the number of pages they can print free each semester. Each student starts with \$35.00 worth of printing quota each semester. Pages are charged at 10 cents a page for black and white printing and 25 cents per page for color prints. If a student uses the entire \$35.00 quota, they may purchase additional prints at the Business Office. CCIT will increase the print quota when you bring in the receipt.

### Carroll's Web Site:

Do you need to know about course requirements and schedules? Do you want to order books online, talk to your professors and fellow students in discussion areas, or find out what time the soccer game is this weekend? These are just a few of the items you will find online at Carroll. Check it out at [www.carroll.edu/students](http://www.carroll.edu/students).

### Computer Labs:

There are a variety of computer labs available on campus with networked, Pentium or Dual Core processor based computers running Windows XP. The systems are equipped with high-speed Internet and E-Mail access, and the Microsoft Office suite. Please check our website or individual labs for posting on specific software and individual lab hours.

**Simperman Hall Labs:** A total of 40 computers in lab 146 & 147. Used for a variety of classes as well as open lab hours. A host of additional applications used for specific class work is installed.

**Fortin Lab:** Located in Fortin room 115 with 24 computers. The Fortin is used and managed primarily by the Math/Computer Science department but has limited open lab times. . A host of additional applications used for specific class work is installed.

**Residence Halls:** Each residence hall computer lab is located near the lobby with 8-10 computers available 24 hours/day when the residence halls are open.

**Library:** Over 25 systems available throughout the library for student use. All have Internet access and the Microsoft Office software suite. Open for student use during normal hours of operation.