

## NETID SINGLE SIGN-ON FOR LAB STATIONS & ONLINE SERVICES AT THE NEW SCHOOL:

Your NetID - a username such as "LeeJo123" created upon enrollment - is your key to technology services. **Look up your NetID or Reset your Password** at [my.newschool.edu](http://my.newschool.edu).

To see all the labs and services to which your NetID gives you access, and to find out where to go for support, visit the **Help and Access Directory**: [www.newschool.edu/at](http://www.newschool.edu/at).

*Signing in with a NetID gives degree and credit-seeking students, faculty, and staff access to:*

### MyNewSchool - web portal

### MYNEWSCHOOL

- ALVIN/Self - Service course enrollment & HR info
- New School email account
- Blackboard - course materials & discussion
- Library Resources
- Reservations - Equipment & Labs
- Print Credit Statement

### AT Lab Station - Mac or Windows

#### AT Lab Printing

Black and white and color printers are available in the AT labs across the campus.

For more information, see the Printing tip sheet at

<http://www.newschool.edu/at/help/tipsheets/printing/printing.pdf>

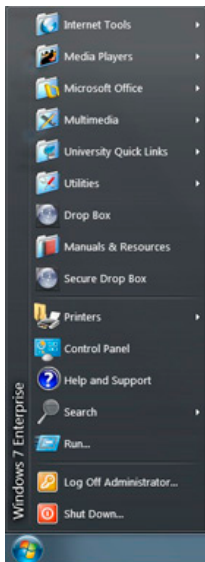
#### Wireless

For more information, see the Wireless web page at

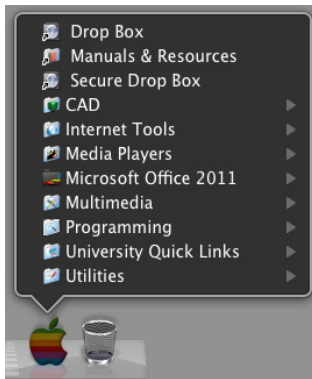
[www.newschool.edu/at/network/wireless](http://www.newschool.edu/at/network/wireless)

*Non-credit and Continuing Education students do not have access to open labs, equipment check-out and printing.*

## WHAT YOU NEED TO KNOW ABOUT USING THE LABS:



Windows Menu



Apple Dock Menu

### Find Resources

- Software applications are available in the **Windows Menu or Apple Dock Menu**.
- **Hardware and Software Configurations** are listed at <http://www.newschool.edu/at/thelabs/configs/>
- **Frequently Asked Questions (FAQ)** link is available on every station desktop.
- Tip Sheets for help with lab workflow are available online and on site.
- **Manuals and Resources** are located in Windows Menu or Apple Dock Menu.

### Safety & Courtesy Tips

- **Always back up your work to removable media** (CD, DVD, USB flash drive, FireWire, etc).
- **Academic Technology is not responsible for any missing or damaged files, media or personal belongings, or for sensitive personal data stored on any workstation.**
- **Remember to LOG OFF** when you are finished with the station. If you are working in a classroom please restart the station.
- **No Food or Drink** is allowed near the computer stations.
- Please be considerate with phone conversations and audio volume.

## Files Storage & Workflow

### Always open files from and save to the Work in Progress Drive

- Each station has its own hard disk storage on the desktop called **Work in Progress**. (On PCs, My Computer> D drive).
- **Move or save files** from your removable disk, Drop Box, or email into **Work In Progress** before you begin working.
- **Save frequently to Work in Progress** as you work. Back up files on your disk when you're done.
- If you need disk space, delete old files from Work In Progress. Academic Technology is not responsible for files left on Work In Progress.
- **NEVER OPEN OR PRINT FILES** from removable media (USB flash, CD, etc.) or the Drop Box. If you do, your computer may crash and your files may become corrupted. Removable media is for backing up work and moving it from one computer to another.
- **Drop Box** is a shared folder connected to all stations in AT labs. Use it to move files from one station to another.
- In Windows or Apple Dock Menu, **click to select Drop Box**. It then appears on the desktop. (On PCs, My Computer> Z Drive)
- The **Secure Drop Box** works the same as the Drop Box, except it is exclusive to you when logged in to a lab station with your NetID and password.
- **Drop Box contents are automatically deleted every morning at 11:50am.**

*For more information, visit [my.newschool.edu](http://my.newschool.edu) and [www.newschool.edu/at](http://www.newschool.edu/at).*