

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.

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

MYNEWSCHOOL Web Portal

- Google Apps for Education, including email Docs, calendar, and sites.
- Blackboard - course materials & discussion
- Academic Technology Channel:
 - Reservations - Equipment & Labs
 - Check Print Point credit
 - Lab Help Forms

Academic Technology Labs and Printing

Academic Technology supports open Mac and Windows labs across campus with B/W, color, and color plotter printers.

For more information, see the technology website:

<http://www.newschool.edu/information-technology> > Technology Labs

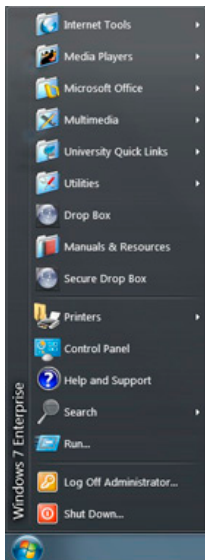
Wireless Network

For more information, see the Wireless web page at

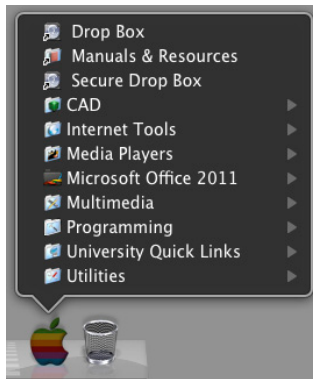
www.newschool.edu/information-technology > Network

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.
- Lab Locations, Hours, Services, Hardware and Software Configurations are listed at <http://www.newschool.edu/information-technology/> > Technology Labs
- 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

- As you work, make sure to 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.

Workflow and Best Practices for Files

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.
- To ensure your files print over the network and do not get corrupted, avoid printing or working from removable media (USB flash, CD) or the Drop Box. 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 and www.newschool.edu/information-technology/