



PERSONAL COMPUTING TIPS FROM THE UC WASHINGTON CENTER

Below are a few tips about getting the most out of the UC Washington Center's network services.

TOPICS

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COPYRIGHT

Theft of copyright is a crime!

- If you haven't paid for it, don't download pictures, music, videos, software, etc. labeled with a copyright notice.
- If it doesn't have a copyright notification, still assume that it is copyrighted unless it specifically says that it is not.
- If you think that you may have unlawfully attained copyrighted materials on your computer, removed them immediately.

PEER-TO-PEER FILE SHARING

The use of peer-to-peer file sharing software such as kazaa, gnutella, netdonkey, e-mule, bittorrent and the like is strongly discouraged. This software can be used to download copyrighted movies, music, software and other files without permission.

- It can consume inordinate amounts of the network resources shared by all.
- It can consume inordinate amounts of memory and hard drive space on your personal computer causing it to slow or even stop.
- It can increase your computer's vulnerability to infection by malware (viruses and spyware).
- The failure to adhere to this policy can result in frequent interruptions in network service.

MALWARE

'Malware' is a catch-all term for viruses, computer worms, spyware and other malicious software. The creators of malware are very sophisticated and can be nasty in their attacks. The Center strongly urges everyone to install anti-viral software on your computers and to keep it up to date. The following UC campuses provide antiviral software to students without charge.

- Berkeley (<http://software.berkeley.edu/index.html>)
- Davis (<http://scg.ucdavis.edu/protect.cfm?=-item4>)
- Los Angeles (<http://www.bol.ucla.edu/software/sophos/>)
- San Diego (<http://software.ucsd.edu/resourcefiles/studentsophos.html>)
- Santa Barbara (<http://www.lsit.ucsb.edu/kb/idx/41/049/article/>)
- Santa Cruz (<http://security.ucsc.edu/antivirus.shtml>)

If you do not come from a campus that provides antiviral software without charge, please visit a computer store or go online to purchase anti-viral software. We recommend products offered by Symantec (http://www.symantec.com/home_homeoffice/themes/freedom/index.html), McAfee (<http://www.mcafee.com/us/>), or Sophos (<http://www.sophos.com/products/>).

Further we recommend that students install and use anti-spyware software. You can download a basic anti-spyware tool at <http://www.microsoft.com/athome/security/protect/windowsxpsp2/Default.mspx>.

ABUSE OF NETWORK RESOURCES

The abuse of network resources includes theft of copyright, inordinate consumption of network resources or utilization of network resources and other behavior that is detrimental to the operation or integrity of the Center's network.

- Under University policy, the Center is required to quickly respond to a theft of copyright notification from a copyright holder. By law, the University is not required to establish the validity of the claim and by policy does not. The mandated response to a theft of copyright notification is:
 1. Removal of the offending material.
 2. Termination of network access until the offending material is removed.
 3. In order to restore network access, the owner of a personally-owned computer must inform UC Washington Center Information Services in writing that the offending material has been removed.
- Users or computers consuming inordinate amounts of network resources or otherwise misusing network resources will have their network access terminated until they notify in writing UC Washington Center Information Services that:
 1. Anti-viral and anti-spyware software has been installed on the computer with recently updated definitions for this software and that all viruses and spyware have been successfully removed;
 2. Have stopped using peer-to-peer file sharing software and removed it from the computer;
 3. Ceased other behavior that is detrimental to the operation or integrity of the Center's network.
- Repeat offenders (those who receive two or more complaints) are potentially subject to permanent termination of network access and judicial review by the University. In the case of theft of copyright, they are also potentially subject to legal action by the copyright holder regardless of any actions that the University may take.

I BROUGHT MY OWN COMPUTER– HOW DO I CONNECT IT TO THE INTERNET?

In order to use network services at the UC Washington Center you will need a computer with a PCMCIA 10/100 Base-T Ethernet network card and a network patch cable. If you do not already have an Ethernet network card and/or a network patch cable these can be purchased at Radio Shack or other local computer supply stores. The Center does not presently support wireless networking.

Also, you need to register your computer's MAC address with the Center. A MAC (Media Access Control) address is a unique identifier assigned to every device on the Internet. To connect your Windows-based PC to the network:

1. Plug one end of your Ethernet cable into the appropriate port on your computer and the other end into the bottom (dark blue) port of a wall outlet in your office, carrel or apartment. Outlets in the carrels are usually in the floor. Outlets in the offices/apartments are in the wall.
2. Power on your computer.
3. Open your favorite web browser (Internet Explorer, Firefox etc.)
4. Complete the form that will open in your web browser and click on submit. If you encounter any problems with registering your computer, please contact support@ucdc.edu.

If you use an Apple Macintosh or Unix-variant operating system, please contact support@ucdc.edu or Gary Kam at 202-785-5442.

I DO NOT HAVE A COMPUTER BUT I NEED INTERNET ACCESS

You may request temporary access to the Center's network by filling out the *Guest Information Form* provided by Residential Services. After your form is received a temporary network user account will be created for you. The creation of temporary network user accounts is a manual process that is performed during the Center's regular business hours by the Information Services staff. Often your account will not be created until the following business day, or Monday if you registered on a Friday evening or weekend.

Once you have a temporary network user account you may use one of the Center provided computers in the carrels to logon to the Center's network.



- If the computer monitor is completely black, move the mouse to display the window prompting you to press **Ctrl-Alt-Del** to logon or gently press the ON/OFF button to "wakeup" the system. Simultaneously press the **Ctrl-Alt-Del** keys then click **OK** to bypass the warning to unauthorized users.
- In the **User name:** field enter your user name. The protocol for creating your user name is to use the first initial of your first name and your full last name (for example, Jan Doe will have a user name of 'jdoe'). In the case of more than one individual having the same user name (for example, Joe Xavier Doe and Jeff Davis Doe) the middle initial will be added to the user name.
- In the **Password:** field, enter the default password. The first time that you logon you will use the default password 'pass001'. At that time you will be prompted to create a new password. Please refer below for some suggestions on creating a good password.
- In the **Domain:** field, enter UCDC. You should not need to enter this information as it is automatically retained.
- Click **OK**. If all of the information is entered correctly you will be logged into the network and all appropriate network resources will be available to you.

Note: If you are not successful in logging on, you have two more attempts before the system will disable your account and lock you out. Please contact the network administrator if you have difficulty logging in.

A few words about choosing a "good" password...

** contains a mix of letters and numbers (for example, good2cu);*

** is at least 7 characters long;*

** avoids any word, in any language, spelled forward or backwards, proper names, any word or proper name followed by numbers or dates (such as birth dates or anniversaries);*

** also, while not necessarily easy to crack, any information related to personal identification (for example, Social Security numbers, ATM or other PIN, etc.) should be avoided;*

** do not write your password down in a location where it might be readily accessible to a casual visitor. If you can remember your password, don't write it down;*

** you should never give your password to anyone unknown to you, even if they request this information.*

HOW DO I PRINT?

You need a network account at the UC Washington Center to use the network printer located in the Graduate Fellow carrel area. To request a temporary network account you need to fill out the *Guest Information Form* available from Residential Services. Please indicate that you wish to be able to print. After your form is received a temporary network user account will be created for you. The creation of temporary network user accounts is a manual process that is performed during the Center's regular business hours by the Information Services staff. Often your account will not be created until the following business day.

Presently, the Center allows you to print the first 200 pages without charge. After that you or your sponsoring program may be charged for your printing. The current rate is \$0.05 per page.

You may only print from one of the Center provided workstations in the carrels. To logon, please follow the instructions covered in the **I do not have a computer but I need Internet access** section. You may transfer a document that you wish to print to these workstations by floppy disk, CD-ROM or USB drive.