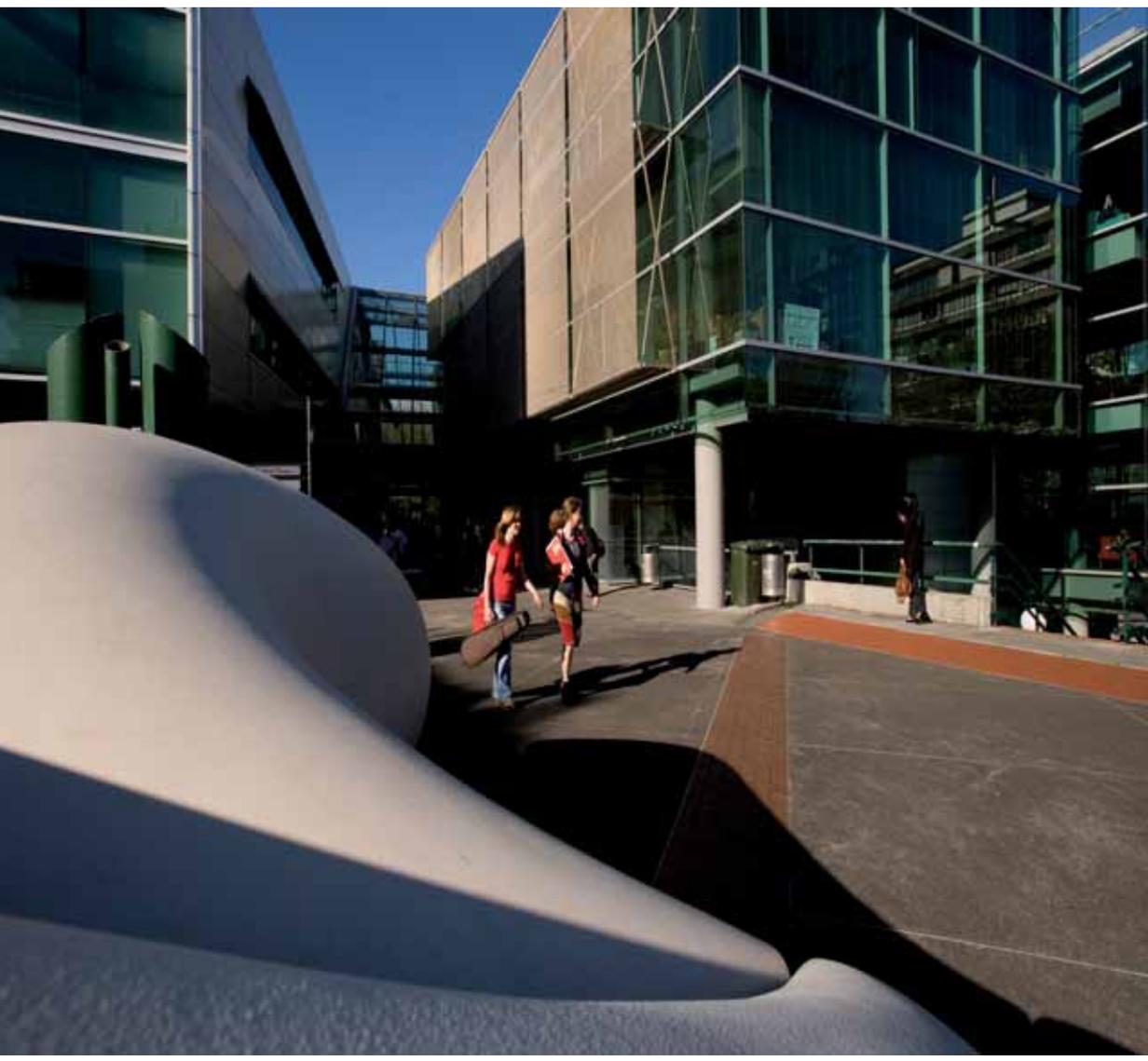


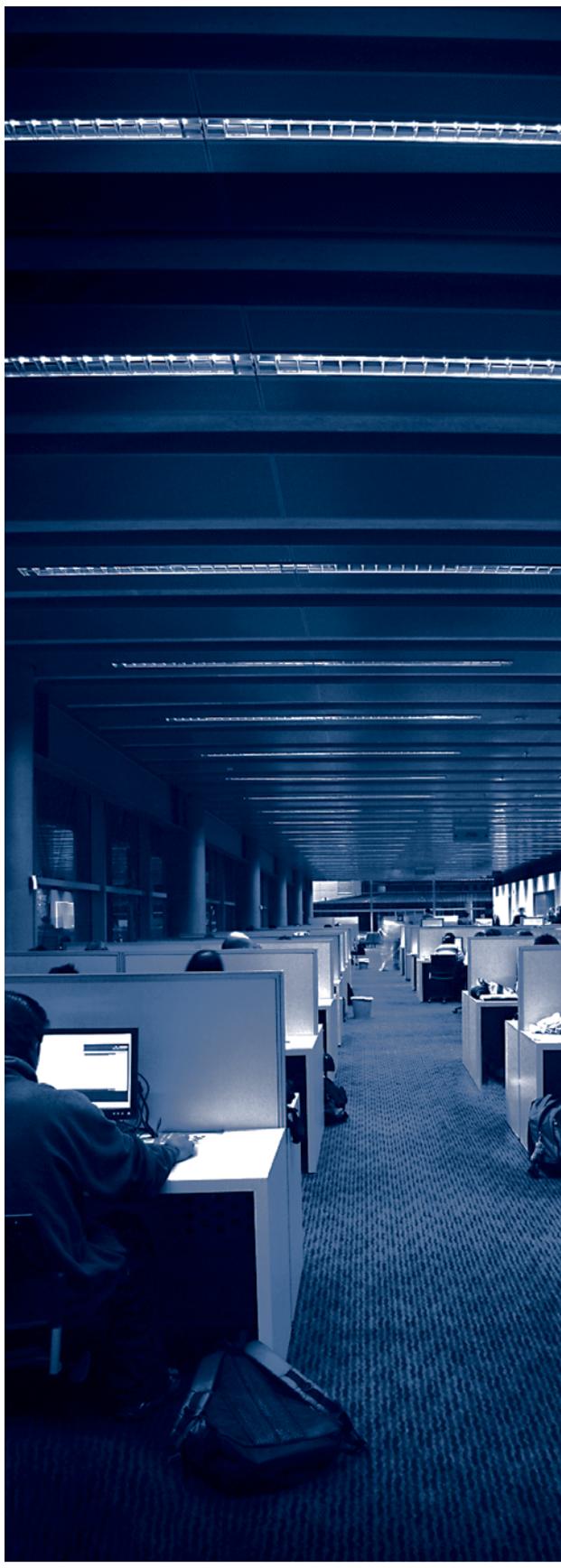
Student IT Essentials

Everything you need to know about IT services
and support at the University of Auckland



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Getting started

NetID and password

The University of Auckland electronic environment includes resources such as CECIL, your EC Mail account, nDeva, Library databases, the Internet etc.

To gain access to The University of Auckland electronic environment you must log on. To log on you need to know your NetID and password.

Your NetID and password identify you to the computing systems when you log on to a computer. This is called authentication. If you are fully enrolled when you log on, your access to The University of Auckland electronic environment is authorised.

Your NetID and password gives access to:

- nDeva
- EC Mail
- CECIL
- The Library resources
- Computing laboratories
- The Internet
- Copiers and printers

Obtaining your NetID and password

If you are a first time student you will have been told what your NetID and password are in your "Acceptance of Application letter" and will have used them to enrol on nDeva.

If you do not have these details you can do the following:

- Swipe your University ID card at one of the printers which are located throughout the University.
- Once you swipe your card, your NetID (e.g. jbon007) will be displayed on the monitor.
- Click on the print job displayed as "your new random password" inside the window of the monitor and click on the "Print" button. Your password will be on the printed sheet.

Printers are available in the Kate Edger/Grafton/Epsom Information Commons (IC) or in the libraries and faculty computing laboratories.

Alternatively, you can obtain your password from one of the IC Helpdesks either at the City, Grafton or Epsom Campuses. You must provide your University ID card, passport or driver's licence.

Once you receive your new password, you **MUST** change it the first time you logon. Note that it may take some time (up to five minutes) for the new password to be processed by the system.

Changing your password

1. Log in with your NetID and current password at any University computer
2. Change your password at:
www.ec.auckland.ac.nz/password/change/

When changing your password, the new password must contain eight (8) characters with a mixture of letters and numbers and/or punctuation characters. It must not be a word that can be guessed.

If you have forgotten your password, email your name, date of birth, University ID number, NetID, address and email address to onelogon@auckland.ac.nz or visit one of the IC Helpdesks.



Users are responsible for any use of their computer account and keeping their password confidential. If an individual user name is shared or the password divulged, the holder of the account may be held personally responsible for any actions that arise from the misuse of the account.

Information and Communications Technology (ICT) Acceptable Use Policy
www.security.auckland.ac.nz

Copy and Print Service (CAPS)

The University of Auckland provides a copy and print service for students and staff members.

Copy and Print Costs* (at most locations)	
Single - sided black and white A4/A3	10 cents per page
Double-sided black and white A4/A3	20 cents per page (10 cents per side)
Single - sided Colour A4/A3	20 cents per page
Double-sided colour A4/A3	40 cents per page (20 cents per side)
* inclusive of GST	

Allocations

Departments may allocate funds to their students for copying and printing. For example you could be enrolled in a course that requires specific research, and the department running that course might allocate you \$2.00 for copying and printing resources during that semester.

These allocations:

- are given by the University; they are not part of your personal funds
- always have a start date and end date
- cannot be refunded or changed
- are used first, before your personal money.

Adding your own money

You can add money to your copy and print balances at any Information Commons Helpdesk (City, Grafton or Epsom Campus) or by using self-service ePOS stations which are available at various locations across all campuses.

You should check that you have sufficient money on your copy and print balances before doing any copying or printing.

Locations to add money

You can add money to your copy and print balances at any of the locations listed on page 4. The IC Helpdesks accept only payments via EFTPOS or credit card.

Any unused portion of your own money in your copy and print balances is carried forward from one year to the next. A refund can be obtained from any IC Helpdesks.

Autoloader

You can use \$1 and \$2 coins and notes to add money to your copy and print balances at the autoloader machine. Please note that the autoloader machine and IC Helpdesks do not give out change.

Autoloader location

Kate Edger Information Commons
Level 2 IC Helpdesk
Building 315 Room 233
Corner Symonds & Alfred Streets, City Campus

Self service ePOS stations

ePOS stations are self-service stations where you can add money to your copy and print balances by using your EFTPOS card. Each station has an EFTPOS terminal, a touch screen and a receipt printer.

Locations to add money		
Campus	Location / Address	Service
City	Kate Edger IC Level 0, Building 315, Room 033	ePOS
	Kate Edger IC Level 1, Short Loan, Building 315, Room 151	ePOS
	Kate Edger IC Level 2 Helpdesk, Building 315, Room 215	ePOS, Autoloader, Credit Card
	Photocopy Room, General Library, Building 109 Room 166	ePOS
	Business School, Owen G Glen Building 260, Room 036	ePOS
	Engineering Library, Building 402, Room 400	ePOS
	Davis Law Library, Building 802, Room 213	ePOS
	Law Faculty Office, Building 801, Room 305	Cash
Epsom	Epsom IC, Faculty of Education, Building 6EL, Room 134	ePOS
Grafton	Grafton IC, Building 503, Room 011	ePOS
Tamaki	Tamaki Library, Building 710, Room 203	ePOS
	Tamaki Campus Student Resource Centre, Building 701.1	Cash
Whangarei	Tai Tokerau Library, Tai Tokerau (Whangarei), Building 6WL, Room 109	ePOS

Devices for Copying, Printing & Scanning

There are various types of printers and scanners in different departments of the University and the printing process may be different from the one described here. See instructions posted next to printers and scanners.

In addition to the various types of printers available for student use, most libraries, computer laboratories and ICs also have MFDs (Multifunctional Devices) available. An MFD is a copier, printer and scanner combined.

Copying
<ol style="list-style-type: none"> 1. Swipe your ID card through the card reader. New students may be prompted to enter their password. 2. Press the [COPY] button located on the left of the touch screen 3. Configure the settings as you wish (the default is A4 to A4, single sided) 4. Use the number pad on the right of the touch screen to enter the number of copies you want and press the [START] button. 5. If the device beeps check you have placed or removed your original document on or from the glass. 6. To logout, Press the [OTHER FUNCTION] button located to the left of the touch screen. 7. On the touch screen, tap the [LOGOUT] icon or you can also log out using the [LOGIN/LOGOUT] button located to the far right of the touch screen

Scanning

Scanning using dedicated scanners	Scanning using an MFD
<p>1. Swipe your ID card through the card reader. New students may be prompted to enter their password.</p> <p>2. Press the [SCANNER] button located to the left of the touch screen.</p> <p>3. On the touch screen, tap the [MANUAL INPUT] icon and manually enter your NetID (staff need to enter their full staff email address). Note: You can only send files to your University of Auckland student or staff email address and NOT Gmail, Hotmail, Yahoo etc.</p> <p>4. Tap the [SCAN SETTINGS] icon to select desired settings for scanning your document.</p> <p>5. Once settings have been chosen, press [START] to scan your document.</p> <p>6. If there is more than one page to be scanned, place the next page on the glass within 60 seconds and press the [START] button. Maximum file size per document is 10MB.</p> <p>7. When you have finished scanning, press the [#] button.</p> <p>8. Check the [SCANNED FILES STATUS] icon to see that the document was successfully sent. If the status message is [COMPLETED], the scanned document was successfully sent.</p> <p>To retrieve your scanned document, you will have to log-in to your University of Auckland student or staff email account. Your document will be sent to you in PDF format as a link to download. Note: You can only download or view your document ONCE! Please ensure that you download and SAVE your document correctly.</p>	<p>1. Use your NetID and password to logon to an Express PC with a scanner.</p> <p>2. Place your document along the bottom edge of the glass, face down, then close the lid.</p> <p>3. From the desktop menu at the bottom of your screen, click START > PROGRAMS > MICROSOFT OFFICE DOCUMENT SCANNING.</p> <p>4. Select Color or Black and White, accordingly, then click Scan.</p> <p>5. When the scan is finished, in the menu click FILE > SAVE AS.</p> <p>6. Type the name of the file in the File name bar.</p> <p>7. Choose a destination where you would like to save your file into and click Save (The default setting will save your file into My Documents, also known as H:Drive or IC Home Drive).</p> <p>8. In the menu click FILE > EXIT.</p> <p>9. In the Microsoft Office Document Scanning screen click Close.</p>

Printing

1. Log on to a computer using your NetID and password and open the document you want to print.
2. To send your file for printing, click on the print icon or go to FILE > PRINT > OK

Printing using dedicated printers

3. Go to a print station (computer on the desk next to the dedicated printer) and swipe your University ID card or enter your NetID and password.
4. Click the [PRINT] or [PRINT ALL] buttons to print your documents.
5. Once your files have printed you will automatically be logged out of the print station.

Printing using an MFD

3. Go to an MFD and swipe your ID card through the card reader. New students may be prompted to enter their password.
4. Press the [PRINTER] button located on the left of the touch screen. You will see a list of all your print jobs.
5. Select the file/s you wish to print.
6. Select [PRINT].

Internet Access

Student internet access is based on what type of student you are:

Undergraduate Students = Undergraduate Plan.

- All Undergraduate students are on this plan by default.
- Unlimited high speed access to all University websites (CECIL, EC Mail, nDeva etc) and electronic resources provided by the Library.
- High speed access to all non-University websites, with a 200MB monthly data allowance.
- It's all done automatically, no need to sign up, pay up, or set up!
- Option to purchase additional data if the monthly data allowance is exceeded, 100MB for \$2.

Postgraduate Students = Postgraduate Plan.

- All Postgraduate students are on this plan by default.
- Unlimited high speed access to all University websites (CECIL, EC Mail, nDeva etc) and electronic resources provided by the Library.

- High speed access to all non-University websites, with a 400MB monthly data allowance.
- It's all done automatically, no need to sign up, pay up, or set up!
- Option to purchase additional data if the monthly data allowance is exceeded, 100MB for \$2.

Doctoral students are automatically placed on the Staff Plan which provides high-speed unlimited access to the internet.

www.ec.auckland.ac.nz/net-student.htm

Wireless network

When students and staff connect a laptop to the University's wireless network, you can use the default connection or you can change your settings to use the high speed access and data allowance that comes with your internet plan. For more information on wireless network connection, see page 22.

www.auckland.ac.nz/wireless

Tips



The first password you receive will be a random mix of numbers and letters. Log on with your NetID and this password at any University computer. You can change your password at: www.ec.auckland.ac.nz/password/change



Your new password must be eight (8) characters long, easy for you to remember, but hard for anyone else to guess. The best passwords are a mix of letters, numbers, and punctuation characters. Make sure you use all three when making up your new password.



You can transfer your money (but not money allocated by the University or your Faculty) between your copy or print balances.

To transfer money, make sure that you are logged in then go to www.auckland.ac.nz/ecquota. Type in the amount you wish to transfer and select where you want to transfer it to (e.g. Copy to Print, etc.).

Computer facilities

The University of Auckland provides computers for the purposes of class teaching and student use.

Computing facilities are located on all campuses. The courses you are enrolled in determine which computing facilities you may use. For example, Arts students can use the various Arts labs. The Library-based computers do not offer the same range of software as IC computers.

You have access to:

- The University of Auckland systems; EC Mail, CECIL and nDeva
- The Internet
- The Library website (Library services and resources)
- Copy and Print Services
- Google Docs
- Applications specific to the subjects served
- Basic MS Office suite
- File storage (saving your work)

See the list of Computer Labs on pages 9 - 14.



The University provides ICT for its educational purposes, particularly teaching and research.

The use of ICT must not be illegal and must be of the highest ethical standards. ICT use must not include involvement with material unacceptable to the University environment, acts of a malicious or nuisance nature, invasion of privacy, harassment, bullying, hacking, altering the settings on any ICT without authorisation, plagiarism, gaming, impersonation/identity theft, spoofing, gambling, or cheating in an examination.

*Information and Communications Technology
(ICT) Acceptable Use Policy*

www.security.auckland.ac.nz

On-campus access to Student File Storage

You are allocated 250MB of central file storage on the Student File Storage system, known as AFS, H:Drive and IC home drive. Access to this storage space is available from most departmental labs and all IC and Library computers.

Your department may also offer file storage for saving your documents. The amount of storage provided varies between departments. Some departments also offer shared drives for access to course material. See your Faculty or Department for further information.

Off-campus access to Student File Storage

To access your files in the Student File Storage system from a non-University computer with an Internet connection go to <http://afsw eb.ec.auckland.ac.nz>

You will need to log in with your NetID and password. This will give you access to files saved on the H: drive (or 'My Documents' folder on an IC computer).

<http://afsw eb.ec.auckland.ac.nz/>

Other ways to save your work

- On a writeable CD or DVD (on a computer with a DVD-CD ROM drive)
- On a USB memory storage device
- By emailing it to yourself as an attachment.

USB drives are available for sale at the IC Helpdesks.

It is advisable that you regularly save your work and maintain multiple copies of your work.

Computer Labs at the University of Auckland

This information is subject to details provided by the faculty or departments. Please check the websites provided for current updates.

INFORMATION COMMONS, THE UNIVERSITY OF AUCKLAND LIBRARY

Facility Name: The Kate Edger IC
Who may use: All University of Auckland students
Hours: Varies - see web site
Phone: 3737599, ext 82333
Address: Building 315, Corner of Symonds and Alfred Street, City
Email: ichelpdesk@auckland.ac.nz
Web site address: www.information-commons.auckland.ac.nz
No. of computers: Approx. 500
Assistance available: Yes, during all opening hours
Access card required: No
Colour printer: YES Colour copier: YES Scanner: YES

Facility Name: Grafton IC
Who may use: All University of Auckland students
Hours: Varies - see web site
Phone: 3737599, ext 82333
Address: Building 501, 85 Park Rd, Grafton, Grafton Campus
Email: ichelpdesk@auckland.ac.nz
Web site address: www.information-commons.auckland.ac.nz
No. of computers: Approx. 100
Assistance available: Yes, during opening hours
Access card required: Yes, during opening hours (issued to all students of the Faculty of Medical & Health Sciences)
Additional info: Provides some specialist software for the courses taught at the Faculty of Medical and Health Sciences
Colour printer: YES Colour copier: NO Scanner: YES

Facility Name: Epsom IC
Who may use: Faculty of Education students
Hours: Mon–Thu 8am–8pm
Fri 8am–6pm
Sat/Sun 10am–4pm
Phone: 3737599 ext 82333
Address: 74 Epsom Avenue, Epsom
Email: ichelpdesk@auckland.ac.nz
No. of computers: 57 PCs, 2 Macs
Assistance available: 8am–8pm during semester
Access card required: Normal hours: NO After hours: YES
Colour printer: YES Colour copier: NO Scanner: YES

FACULTY OF ARTS

Facility Name: Arts Labs
Who may use: Faculty of Arts students
Hours: Mon - Fri 8:30am - 5pm
Phone: Arts Labs Help Desk: 3737599 ext 85004;
Arts Labs Office: 3737599 ext 87959

Address: Room 411 - 416, Level 4, Human Sciences Building,
10 Symonds St, City
Email: artslabs@auckland.ac.nz
Web site address: www.arts.auckland.ac.nz/artslabs
No. of computers: 94
Assistance available: Arts Labs Helpdesk HSB Level 4 Mon-Fri 8:30am-5pm
Access card required: No
Additional info: Languages software
Colour printer: YES Colour copier: NO Scanner: YES

Facility Name: Arts Mac Multimedia Lab
Who may use: Faculty of Arts students
Hours: Mon - Fri 8:30am - 5pm
Phone: Arts Labs Help Desk 3737599 ext 85004; Arts Labs
3737599 ext 87959
Office: Room 160, Level 1, Human Sciences Building,
10 Symonds Street, City
Address: artslabs@auckland.ac.nz
Email: www.arts.auckland.ac.nz/artslabs
Web site address: 25 iMac workstations
No. of computers: Arts Labs Helpdesk HSB Level 4 Mon-Fri 8:30am-5pm
Assistance available: Postgraduate 24/7 access
Access card required: FTVMS, Languages and Classics software
Additional info: Colour printer: YES Colour copier: NO Scanner: YES

Facility Name: Arts Labs - Departmental Locations
Who may use: Faculty of Arts students
Hours: Mon - Fri 8:30am - 5pm
Phone: Arts Labs Help Desk 3737599 ext 85004; Arts Labs
3737599 ext 87959
Office: Human Sciences Building (HSB) Rooms 829 & 923,
Arts 713, Fale Pasifika building 274; Fisher Building 107
Address: artslabs@auckland.ac.nz
Email: www.arts.auckland.ac.nz/artslabs
Web site address: 88 in total
No. of computers: Arts Labs Helpdesk HSB Level 4 Mon-Fri 8:30am-5pm
Assistance available: No
Access card required: Languages software
Additional info: Colour printer: YES Colour copier: NO Scanner: YES

Facility Name: Arts Graduate Study Centre
Who may use: Faculty of Arts Graduate students
Hours: 24/7 with access card
Phone: Arts Labs Help Desk 3737599 ext 85004; Arts Labs
3737599 ext 87959
Office: Rooms 160 - 275, Human Sciences Building (HSB),
10 Symonds Street (Entry from Wynyard Street)
Address: artslabs@auckland.ac.nz
Email: www.arts.auckland.ac.nz/agsc
Web site address: 83
No. of computers: Printing, copier, lockers, group study rooms, kitchenette,
Additional info: lounge area, Arts Mac Multimedia Lab access
Colour printer: YES Colour copier: NO Scanner: YES

FACULTY OF BUSINESS AND ECONOMICS

Name: Business School Computer Labs
Who may use: All Business School students
Hours: Semester: Mon - Fri 8am - 9pm; Sat/Sun 9:30am - 5pm
Non-semester hours: Mon - Fri 8:30am - 5pm;
Sat/Sun closed
Phone: 9237168 or 87168
Address: Level 0, Owen G Glenn Building, 12 Grafton Road, City
Email: commhelp@auckland.ac.nz
Web site address: <http://student.business.auckland.ac.nz/>
No. of computers: Ten 31-seat labs plus open access computers in level 0 lobby. Teaching labs may be used when not booked.
Assistance available: Yes
Access card required: No
Colour printer: YES Colour copier: YES Scanner: YES

Facility Name: Business School Postgraduate Labs
Who may use: Business School Postgraduate students
Hours: 24 hour access via access card
Phone: 9237168 or 87168
Address: Room 260-230, Owen G Glen Building, 12 Grafton Road
Email: commhelp@auckland.ac.nz
Web site address: <http://student.business.auckland.ac.nz/>
Assistance available: Yes
Access card required: Yes
Colour printer: YES Colour copier: YES Scanner: Yes

NATIONAL INSTITUTE OF CREATIVE ARTS AND INDUSTRIES

Facility Name: The Computing Laboratories in the National Institute of Creative Arts and Industries
Who may use: NICAI students and staff;
other students if lab not busy or booked
Hours: Semester: Mon-Fri 9am-6pm;
Non-semester hours: Mon-Fri 9am-5pm, After hours access available for NICAI students via swipe card. Access is subject to the NICAI Access Policy.
Phone: Lab helpdesk: 3737543/3737599 ext 85543;
Lab phone ext 86972; technicians: ext 86993/87367
Address: Rooms 520-526, Level 5, Building 421,
26 Symonds St, City
Email: Helpdesk: helpdesk@creative.auckland.ac.nz
Technicians: itadmin@creative.auckland.ac.nz
Web site address: www.soapplab.auckland.ac.nz;
<http://itadmin.creative.auckland.ac.nz/>
No. of computers: 68
Assistance available: Helpdesk operates out of room 523 during Lab hours.
Access card required: For after hours access
Additional info: A4 & transparencies up to A5, 35mm slide/negative scanner; guillotine, cutters, staplers, sellotape available. Large format printing services A2/A1/A0 etc. The local helpdesk loans out headphones, music keyboards, card readers, cables, manuals, projectors, etc. Some of the lab spaces are teaching spaces and may be booked by classes. Outside of class times, all facilities are general access.
Colour printer: YES Colour copier: YES Scanner: YES

Facility Name: Digital Media Studio in Elam School of Fine Arts
 Who may use: students and staff in Elam School of Fine Arts
 Hours: Semester: Mon-Fri 9am-5pm;
 after hours access available via swipe card.
 Phone: Helpdesk: 3737599 ext 88993;
 technicians: 3737599 ext 87574/88822
 Address: Room 313, Level 3, Building 433, 20 Whittaker Place, City
 Email: helpdesk@creative.auckland.ac.nz
 Web site address: www.estudio.auckland.ac.nz
 No. of computers: 30 Macs
 Assistance available: Helpdesk operates during lab hours.
 Access card required: Yes, for after hours access
 Additional info: A2/A1/A0 wide format inkjet printer;
 A3/35mm slide/negative scanner
 Colour printer: YES Colour copier: NO Scanner: YES

FACULTY OF EDUCATION

Facility Name: N Block Student Labs
 Who may use: students and teachers (booking system)
 Hours: 8am - 4pm
 Address: N Block West wing, Epsom Campus
 No. of computers: N431 - 40 PC and N433 - 40 Mac
 Assistance available: Yes; please see Epsom IC entry on page 7.
 Access card required: No
 Additional info: NetAccount system used for Internet access
 Colour printer: YES Colour copier: NO Scanner: YES

FACULTY OF ENGINEERING

Facility Name: Engineering Library Computer Training Room
 Who may use: Any students enrolled in a Faculty of Engineering course
 Hours: Mon-Thurs 8am - 9pm; Fri 8am-8pm
 Sat/Sun 10am-6pm during semester.
 Shorter hours in some holidays.
 Address: Engineering Library, Level 4, Bldg 402.
 CTR on Level 2 of Library.
 Email: engineering.library@auckland.ac.nz
 No. of computers: 29
 Assistance available: No
 Access card required: No
 Additional info: Lab is booked for teaching at some times
 Colour printer: YES Colour copier: YES Scanner: NO

The Faculty of Engineering has 22 computer labs used by a variety of different groups, as well as some specialist equipment labs that also contain computers for purposes such as monitoring and control. All labs, and the PCs they contain, are restricted to Engineering student use only and most areas can only be accessed with the use of a swipe card. For enquiries about any of the Faculty of Engineering labs or about arranging appropriate swipe card access please email foe-enquiries@auckland.ac.nz

FACULTY OF LAW

Facility Name: The Upper Chamber Computer Lab- Faculty of Law
 Who may use: Law students
 Hours: Semester: Mon - Thurs 8am - 9pm;
 Fri 8am - 5pm; Sat/Sun 10am - 6pm

Phone: Inter semester break: 8am - 4.45pm
373 7599 ext 85519
Address: Level 3, Davis law Library, Building 802,
13-15 Eden Crescent, City
Email: davis@auckland.ac.nz (database assistance) or
b.robinson@auckland.ac.nz (technical support)
Web site address: www.library.auckland.ac.nz/subjects/law/home.htm
No. of computers: 28
Assistance available: Yes. Ask at the Information Desk
Access card required: No
Colour printer: YES Colour copier: YES Scanner: NO

Facility Name: Bell Gully Computer Lab - Faculty of Law
Who may use: Law students
Hours: Semester: Mon - Thurs 8am - 9pm; Fri 8am - 5pm
Phone: 373 7599 ext 85519
Address: Level 2, Davis Law Library, Building 802,
13-15 Eden Crescent, City
Email: davis@auckland.ac.nz
Web site address: www.library.auckland.ac.nz/subjects/law/home.htm
No. of computers: 15
Assistance available: Yes. Ask at the Information Desk
Access card required: No.
Additional info: Lab only available when not being used for teaching purposes
Colour printer: YES Colour copier: YES Scanner: NO

FACULTY OF SCIENCE

Facility Name: Faculty of Science Computer Labs
Who may use: Any students enrolled in a Faculty of Science course
Hours: Varies - see web site
Address: Rooms 130, 191, G91, B91, Building 303 South wing,
Level B, G, 1, City
Email: ss@sit.auckland.ac.nz
Web site address: www.scl.ec.auckland.ac.nz
No. of computers: 718
Assistance available: Yes, during opening hours
Access card required: No
Colour printer: YES Colour copier: NO Scanner: YES

Facility Name: Faculty of Science—Tamaki
Who may use: Any University student or staff member
Hours: Varies - see web site
Address: Buildings 710C, 721 Level 1;
Building 723 Level 1, Tamaki Campus
Email: ss@sit.auckland.ac.nz
Web site address: www.scl.ec.auckland.ac.nz
No. of computers: 218
Assistance available: Yes, during opening hours in Room 710
Access card required: No
Colour printer: YES Colour copier: NO Scanner: YES

Facility Name: Physics Graduate Computer Laboratory
Who may use: Physics students enrolled in Postgraduate coursework leading to MSc, PGDipSci, CoPSci & PhD
Hours: 7:30am – 5:00pm. After hours by authorised access.
Phone: 3737599 ext 87936
Address: Science Centre, Building 303, Level 6, Room 624, 38 Princess Street
Email: e.rogers@auckland.ac.nz
Web site address: www.phy.auckland.ac.nz
No. of computers: 8 PCs and 1 Mac
Assistance available: No
Access card required: No, physics login account and door combination lock required
Additional info: Colour printer: YES in room 627, door combination lock
Colour copier: NO Scanner: YES

Facility Name: SBS Undergraduate Computer Laboratory
Who may use: School of Biological Sciences undergraduate students
Hours: Semester: Mon–Fri 9:00am–5:00pm
Phone: 3737599 ext 86697
Address: Room 014, Old Biology Building, City
Email: sbsinfo@auckland.ac.nz
No. of computers: 78
Assistance available: Yes
Access card required: No
Additional info: Lab is also booked for teaching purposes at some times during the semester.
Colour printer: YES Colour copier: NO Scanner: YES

FACILITIES FOR STUDENTS WITH DISABILITIES

Facility Name: Kate Edger IC Disability Resource Room
Who may use: Approved students with disabilities
Hours: See Kate Edger IC opening hours
Phone: 3737599, ext 82936
Address: Room 219, Level 2, the Kate Edger IC, City
Email: disabilities@auckland.ac.nz
Web site address: www.library.auckland.ac.nz/about/disabilities1.htm
No. of computers: 2
Assistance available: Mon–Fri 8am–4pm
Access card required: No
Additional info: 2 x Height adjustable tables; NZ Relay for Deaf and Hearing Impaired students; JAWS; Zoomtext; EndNote
Colour printer: NO Colour copier: NO Scanner: NO

The Information Commons

By gathering learning-related services in one centralised location, all University of Auckland students have access to multiple resources, combined with state-of-the-art technology to enhance their learning. There are three locations: The Kate Edger IC at the City Campus, the Grafton IC at the Grafton Campus and the Epsom IC at Epsom Campus.

A security card is required to enter the Grafton Campus IC. Cards are issued to students studying at the Faculty of Medical and Health Sciences.

IC Support

IC staff provide a support service by assisting you with the computer workstations and facilities in the IC. The staff will do their best to assist you with any questions and problems or if they cannot, will refer you on to the correct place.

Services in the Kate Edger IC

ELSAC–Level 1

The English Language Self Access Centre (ELSAC) helps students improve their English. You are able to improve your English language skills at your own pace utilising the electronic learning environment. You can meet with a language advisor to get personal support. ELSAC offers free workshops on academic writing, listening and speaking skills, vocabulary, pronunciation and a range of other areas.

For information, and to sign up for the workshops, visit www.elsac.auckland.ac.nz

Short Loan–Level 1

Short Loan serves students from the Faculties of Arts, Business and Economics, Science, Education, as well as students from the School of Theology. There may be some Short Loan materials available for students from other faculties. The purpose of Short Loan is to provide controlled access to material in high demand. Short Loan consists of prescribed and recommended material, as requested by teaching staff. Material may include library books, digitised journal articles, book chapters and/or extracts and videos/DVDs. More information is available on www.library.auckland.ac.nz/slc/slchome.htm

IC computers and equipment

	PCs	Laptops	Printers	MFDs	Scanners
Kate Edger Information Commons	416	60	Color Black & White	Color Black & White	Yes
Grafton information Commons	107	30	Color Black & White	Black & White	Yes
Epsom information Commons	59 (2 Macs)	25	Black & White	Color Black & White	Yes

IC Helpdesk–Level 2

The IC Helpdesk provides a wide range of services, see Computer Assistance & Training, page 22. You can purchase USB drives, EndNote and nVivo software, and also borrow laptops and headphones. For more information, refer to Computer Assistance and Training, page 22.

Student Learning Centre–Level 3

Refer to Computer Assistance and Training, page 22.

The Kate Edger IC
Cnr of Symonds and Alfred Streets, City
Telephone: 3737599 ext 82333

Grafton IC
Building 503, Park Road, Grafton
Telephone: 3737599 ext 82333

Epsom IC
Sylvia Ashton–Warner Library
Gate 3, 74 Epsom Avenue, Epsom
Telephone: 3737599 ext 82333

Email: ichelpdesk@auckland.ac.nz
www.information-commons.auckland.ac.nz



Rules and Directions for use of the Information Commons

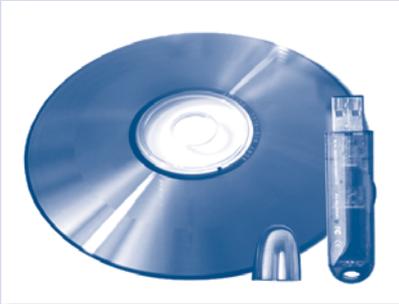
The aim of the Information Commons is to create, provide and maintain a positive and productive learning environment for students.

Here are some of the key Rules and Directions you should be aware of:

- *Research and learning focus:* Information Commons computers are provided to support academic research and learning, not for business, personal or recreational use such as gaming. Express computers are available for scanning, recreational e-mail or Internet browsing.
- *Quiet Areas:* The Information Commons facilities have areas that are designated as quiet study areas where group work, conversation and audible use of noise generating equipment including cell-phones is not permitted.
- *Reservation of unoccupied study desks and computers:* Study desks and computers in the Information Commons may not be reserved through the leaving of personal belongings or signs. Only staff are authorised to remove personal belongings from unattended study desks or computers after fifteen minutes.

It is important that you are aware of the Rules and Directions for use of the Information Commons. Any infringement of these Rules and Directions may lead to the suspension of use of the Information Commons computers, services and study spaces for such period as the University Librarian sees fit and/or exclusion from the facility. www.information-commons.auckland.ac.nz/?page=rules

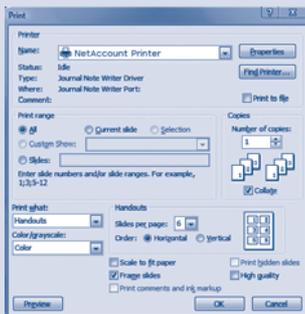
Tips



You can save your work

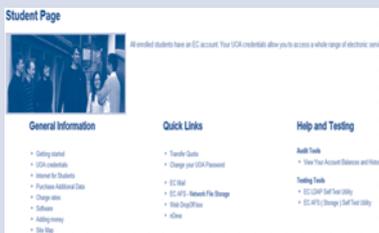
- On the Student File Storage system
- On a writeable CD or DVD
- On a USB memory storage device
- By emailing it to yourself as an attachment

We recommend always having multiple copies of your work. USB drives are available for sale at the IC Helpdesks.



To print more than one page onto one side of a sheet from MS Word, click on File > Print, then click on Properties. Under the layout tab, select how many pages per sheet you want.

To print several MS PowerPoint slides onto a single page, click on File > Print and select 'Handouts' from the drop-down menu. You can then select how many slides to fit onto a sheet.



You can view your copy and print balances online at www.ec.auckland.ac.nz

The online statement will provide you with up-to-date information of your copy and print usage.

University of Auckland systems

EC Mail

All enrolled students are provided with a free University student email account called EC Mail. Students must check their student email regularly.

Your University email address is officially one of the University's primary means of communicating with you.

Official email includes, but is not limited to, communications regarding classes, lectures, examinations, assignments, graduation, library and Information Commons notices and other informational announcements.

Your must:

1. Regularly check your student email at <http://webmail.ec.auckland.ac.nz/>
2. Ensure that any redirects or forwards from your student address to a personal or preferred email address are up to date so that you don't miss any important communications.

You can read the Student Communications using Electronic Mail (email) Policy at: www.security.auckland.ac.nz/StudentemailCommunications.htm

EC Mail is provided through the Google mail interface with all the associated features. For more information and FAQs, visit <http://ec.auckland.ac.nz/faqgoogle.htm>

What's my email address going to be?

Your email address is your NetID characters with the addition of @aucklanduni.ac.nz, for example: jbon007@aucklanduni.ac.nz



The primary function of Email is to provide electronic communications in support of the University's mission to be a research led international University. Email accounts are expected to be used in a responsible manner. No electronic communication should cause offence to others or harass or harm them, or put the owner of the email account at potential risk *Information and Communications Technology (ICT) Acceptable Use Policy* www.security.auckland.ac.nz

Google Docs

Google Docs is a web-based application that allows you to collaborate on a shared document with friends or classmates.

You can access Google Docs by signing in to your University of Auckland EC Mail account at <http://webmail.ec.auckland.ac.nz>. Click on the Documents link at the top of the page.

Google Docs can be used to create documents, presentations, spreadsheets and forms. All created content is stored online in your account.

For more information visit www.ec.auckland.ac.nz/googledocs.htm

CECIL

CECIL is the Enterprise Learning Management System. All students enrolled in courses at the University of Auckland have access to CECIL automatically.

CECIL is designed for students to:

- access information and materials relevant to courses in which they are enrolled
- check announcements, marks for coursework and exam times
- download resources
- complete online tests
- participate in online discussion/chat.

CECIL Login Details:

- Username: NetID
- Password

You can access CECIL from Quick Links on the University's home page or from <http://cecil.auckland.ac.nz>

Library

The Library website

The Library website is the University Library's web gateway to all print and electronic resources and services, including the Library Catalogue, Exam Papers, E-Journals, Databases, E-Books, Course Materials, subject-related materials and information about the libraries. It can be accessed anywhere in the world via the Internet.

There is no charge for using any of the Library resources but you need to have your NetID and password in order to log in or to access the Library website resources.

www.library.auckland.ac.nz

The Library Catalogue

The Library Catalogue can be accessed anywhere in the world via the Internet. NetID and password are not required to search the Library Catalogue, but they are needed to access your personal record and services.

In the Library Catalogue you can:

- Search for books, serials (journals, periodicals, magazines or newspapers) and many other items held in the University of Auckland Library
- Recall books that are on loan (borrowed by someone else)
- Request items that are located at another campus
- Check your personal record and renew items that you have borrowed
- Save, print and email your search results.

Computers in libraries

You are required to log on with your NetID and password to use the computers in the libraries.

Off-campus access (remote access)

If you have access to the Internet from outside the University of Auckland Campus, you can access most of the Library's electronic resources with your NetID and password. For example, when you access a database from home, as soon as you go to the database website, a login screen will pop up requesting your NetID and password. If you need help with accessing resources remotely, click on the 'Flexible & Off Campus Services' link on the right hand side of the Library website page and select 'Off Campus access to Electronic Resources'.

Communication

The Suggestion Box is a medium for two-way communication. There is also an electronic reference service called Ask a Librarian.

www.library.auckland.ac.nz/suggestions/
www.library.auckland.ac.nz/asklib/

Library locations and opening hours

You can check Library locations and opening hours online. There is information about library locations, floor plans, hours, staff contacts, services, policies and regulations on the Library website. This is located under the Libraries, Services, Collections link, or the web addresses listed below.

www.library.auckland.ac.nz/contacts/hours/
www.library.auckland.ac.nz/contacts/
www.library.auckland.ac.nz/about/



Students should refer to the “Library Statute 2007” which outlines provisions for use of The University of Auckland Library including information commons and such other areas as may be under the management of the University Librarian. *Library Statute 2007*
www.library.auckland.ac.nz/about/library_statute.htm

nDeva

All applicants and students at The University of Auckland have access to nDeva. This system enables you to:

- update your personal details (such as your preferred name, your address and personal email account)
- enroll in courses
- browse the course catalogue
- apply to graduate
- change your programme or plan (major or specialisation)
- view your academic transcript
- view your exam timetable and student account.

You can access nDeva from the Quick Links on the University’s home page or at <https://ndeva.auckland.ac.nz/>

nDeva Login Details

- Username: NetID
- Password: Your password is sent to you in your acknowledgement letter after applying to the University.
- If you have lost or misplaced your login details, please send an email to onelogon@auckland.ac.nz

Call Centre/Student Information Centre

Student advisors at the Call Centre can guide you through the admission and enrolment process. They can also:

- send you course information and enrolment packs

- answer enquiries about University events
- help you to navigate the University website
- tell you about University services
- give directions
- assist you with academic administration forms
- Give password and nDeva access assistance
- offer basic course advice and recommendations
- refer you to other useful sources of information
- collect your feedback about University services.

The Student Information Centre in the Clocktower Building has computers and staff available to help you with on-line application, enrolment and other nDeva queries. The centre also deals with other general enquiries.

nDeva help

Email: studentinfo@auckland.ac.nz

Telephone: 0800 61 62 63 or text 5533
(+64 9 308 2386 for calls from outside New Zealand)

Fax: 0800 61 62 64
(+64 9 373 7663 for faxes from outside New Zealand)

Hours: Monday to Friday 8am–6pm,
Saturday 9am–12pm

In person: Student Information Centre,
Room 112, Level 1, 22 Princes St, City

Student Central, Student Union Quad, 34
Princes Street.

Please note that nDeva will be upgraded during 2010. From 01 August 2010, nDeva will have a new name and web address. More information will be available from www.auckland.ac.nz from 01 August 2010.

UniSat

UniSat receives local and international television channels and makes recordings of television programmes for the educational use of The University of Auckland.

Live streams are available to Staff and students via the University Network

www.unisat.auckland.ac.nz

Computer assistance and training

IC Helpdesks

There are three student Helpdesks where all students can obtain assistance with student computing systems:

- Kate Edger IC Helpdesk: Level 2, Kate Edger IC, corner of Symonds and Alfred Streets, City.
- Grafton IC Helpdesk: Grafton IC, 85 Park Road, building 503, room 011.
- Epsom IC Helpdesk, Epsom Campus, situated in the Sylvia Ashton-Warner Library, Gate 3, 74 Epsom Ave.

The IC Helpdesk provides two types of service: walk-in help and roaming support provided by IC staff. Students are assisted with the services and electronic information resources listed below:

- Net ID and password
- EC Mail
- CECIL
- The Library website (Library services and databases)
- General student computing
- MS Office suite
- Wireless network
- Adding money to your copy and print balances
- Sales of EndNote, nVivo and USB drives
- Laptops and headphones loans
- Student File Storage.

There are several departmental computer laboratories where you can also obtain IT help, for example Business and Economics Computer Support, Engineering, NICAL, Upper Chamber (Davis Law Library), and Tamaki Campus.

Wireless

The University of Auckland operates a wireless computer network for student use. Students can use laptop computers (either their own or those borrowed from the IC Helpdesks) to access the Internet, course materials and other services while on campus.

To connect while on campus, turn on your laptop and ensure the wireless switch is turned on. View the list of wireless networks in range, and connect to the unsecured network named 'UoA' – usually, your computer's default settings are all that is required for this to work.

Once connected, you can open your browser. A Gateway page will load up automatically, allowing you to input your NetID and password. Once you have done so, you will be able to browse the Internet. For full instructions on how to connect to the wireless on different operating systems, visit www.auckland.ac.nz/wireless

If you have any problems connecting to the wireless network, the staff at the IC Helpdesks can help.

The Kate Edger IC runs a Uni IT Essentials course and laptop configuration can be covered if you ask for it during this session. You can book courses and workshops online on the Library Course Booking page (see Library Course Bookings, page 23).

www.auckland.ac.nz > Current Students > Student IT Essentials > Wireless Network

www.auckland.ac.nz/wireless

Library Courses

Hands-on introductory courses will explain and give you experience in using the Library Catalogue, electronic resources and The University of Auckland IT systems.

Most courses last one hour and are a good opportunity to ask questions about the Library and academic research. Attending a few Library courses early on in your studies will save you a lot of time over the full course of your studies.

To book free Library courses and Uni IT Essentials courses:

- Go to www.library.auckland.ac.nz/booking
- Select the course you want to attend.
- Select the date and time from the drop-down menu and click 'Book this session'.
- Fill in the details from your University ID card.

www.library.auckland.ac.nz/booking

Lecture Recording

You can use lecture recordings as an additional learning tool to reinforce and review the lecture content. You can also use them as a lecture substitute if you are not able to attend your class.

If your course lecture has been recorded, and your lecturer has chosen to publish the recording, you will be able to access it via your course in the CECIL learning management system.

In CECIL, your lecturer will provide URL links to the lecture in common media file formats. You can access a lecture recording by streaming it through your computer, or by downloading it for use on your computer or an audio/video-capable mobile device, eg iPod or mobile phone.

All recorded lectures will be deleted seven weeks after the end of the examination period for the course.

Lecture recording is only being piloted in some courses. There is no guarantee that all course lectures will be available to you as recordings.

Student Learning Centre (SLC) - Centre for Academic Development

The Computer Skills Development Programme provides courses and online resources to train students on computer and software use at all levels. These include software tools for word processing (from assignment writing to thesis formatting using Microsoft Word), referencing (ReferenceCite and EndNote), presentation (Microsoft PowerPoint), mind mapping (Inspiration), databases (Microsoft Access), data analysis (Microsoft Excel and SPSS) and web design (Dreamweaver).

Help with academic referencing

Acknowledgement of sources is an important aspect of academic writing. The University's Referen@ite website www.cite.auckland.ac.nz provides students with a one-stop online resource for academic referencing needs.

Referen@ite explains the essentials of referencing and how to avoid plagiarism. It also includes practical tools to help students reference correctly, use references effectively in writing, and gives fast access to some major reference formats with examples.

Student Learning Centre
City Campus
Room 320, Level 3
Kate Edger Information Commons
11 Symonds Street
Telephone: (09) 3737599 ext 88850
Email: slc@auckland.ac.nz
Web: www.slc.auckland.ac.nz

Tips



The fastest way to find your way around the Library is to attend a few of the free one-hour Library courses.

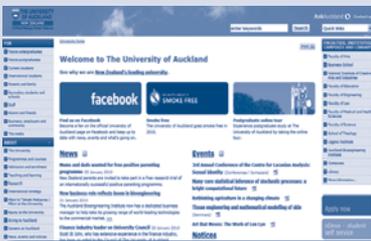
To book for a Library course, go to www.library.auckland.ac.nz/booking. Find the course you want to attend, select a date and time, and enter your details. You will be sent an email reminder the day before the course. If you want to change the date and time, you can cancel your booking online and book another session.



You can find more information about IT services and many other useful links on the IC website:

www.information-commons.auckland.ac.nz

Use the Suggestion Box feature to contact us. The IC Blog has regular updates about our resources and services and is open to comments. <http://blogs.library.auckland.ac.nz/information-commons>



All the information, including the links listed in this guide are also available online. From The University of Auckland home page, click on Current Students >> Student IT Essentials. www.auckland.ac.nz/studentitessentials

Computer security

Information and Communications Technology (ICT) safety and security

The security of the University computer systems and resources, and the data they contain, is of paramount importance. Good computer security practices are essential to protect the interests of the University community. Good practices are also important to ensure the secure and safe deployment and use of ICT systems and services.

In order to protect yourself and other students from security breaches, it is vital that you understand the need for personal responsibility for using ICT in a secure and safe way. You must read the University ICT Acceptable Use Policy carefully. It is recommended that you print off, or make an electronic copy of, this document for later reference.

Anti-virus

Viruses and other malicious software can quickly spread across campus, destroying files in the process. All personal Windows or Macintosh systems that connect to the University network must run up-to-date antivirus and anti-spyware software. You must scan all mail attachments and files on portable devices (e.g. USB sticks) before opening them, and treat all email attachments with caution.

If you connect a privately owned laptop which is infected to the University of Auckland wireless network, your access to the wireless network will be revoked without notice. You will be sent an email with the details of what you need to do to get back on.

If you have any doubt that the computer you are using doesn't have anti-virus and anti-spyware software installed, please contact the lab supervisor or email the IC Helpdesk.

Legal and regulatory requirements

The University is committed to complying with all applicable laws, including those relating to privacy, copyright, defamation, harassment, criminal behaviour, human rights and trespass. Contact the WAVE Student Advocacy Service with any queries relating to the law and how it may apply to you.

Email: advocate@auckland.ac.nz
Telephone: 3090789 ext 202

Security incidents

All serious information security incidents that could affect the wider University community, such as an email worm spreading or a suspected information security breach must be reported to the IC Helpdesk (ichelpdesk@auckland.ac.nz) or the Information Security Officer (security@auckland.ac.nz) immediately.

Email: ichelpdesk@auckland.ac.nz
Telephone: 3737599 ext 82333
www.security.auckland.ac.nz

Security policy compliance

You must comply with the ICT Acceptable Use Policy. You must also familiarise yourself with the ICT Statute 2007 and University Disciplinary Statute 1998 published as part of the University Calendar.

Both the ICT Statute and the University Disciplinary Statute set out the procedures and sanctions to be applied in the event of infringements of policy. The potential sanctions may be summarised as:

- warning
- formal written warning
- restriction or termination of access to University of Auckland ICT, the summary suspension of such access and/or rights pending further actions, including disciplinary action
- the requirement to provide compensation for any improper use of, or damage to, University of Auckland ICT
- disciplinary sanctions, which may include suspension or expulsion from a course of study.

Additional information security policies are being developed and will be published on the Information Security Management website on www.security.auckland.ac.nz

You must ensure that you remain aware of all applicable information security policies by regularly visiting this site.

Software and file downloads

You are not permitted to download and install any software onto University computers without appropriate authorisation. Unmanaged installations can compromise the ICT operating environment and also constitute a security risk. All software installed on computers must be licensed. The use of unlicensed software (software piracy) is illegal and puts the University at significant risk of legal action.



Copyright laws and licensing agreements must be observed. Activities such as illegally copying material in any format, copying software, downloading copyrighted video or audio files, downloading copyrighted materials using P2P file sharing applications, using material accessed on the Internet in order to plagiarise, or illegally using unlicensed products are prohibited.

*Information and Communications Technology
(ICT) Acceptable Use Policy*
www.security.auckland.ac.nz

Frequently Asked Questions

NetID and password

What is my UPI?

Your UPI (Unique Personal Identifier) is the same as your NetID or User name. It is made up of the first letter of your first name, first three letters of your surname and 3 digits (e.g. James Bond - jbon007).

I have forgotten my NetID and/or password, what do I do?

Take your University ID card (or if you don't have one, driver's licence or passport) to the IC Helpdesk or to The Clock Tower Student Administration centre and the staff there can reset your password and find out your NetID for you (see page 2).

How can I change my password?

For detailed instructions please see page 2 of this guide. You will be asked for your old password before entering a new one which must be 8 characters in length and include at least one numerical character. Note that it may take some time (up to five minutes) for the new password to be processed by the system.

I have just changed my password and now I cannot log in.

At the busy times, such as the beginning of a semester, the password change may take up to an hour to become effective. Please try again later if this is the case. If not, check the following:

- Is the Caps Lock key on your keyboard switched off? your password is case-sensitive.
- Is your password of appropriate length (8 characters, no easily guessable English words)?
- Have you typed in your NetID correctly?

If none of these solutions apply, please see the staff at the IC Helpdesk.

When does my access to the University of Auckland IT Systems and resources expire?

Up-to-date information is provided at <http://ec.auckland.ac.nz/start.htm>

Where can I get assistance with student computing systems?

There are three student Helpdesks (The Kate Edger IC, Grafton IC and Epsom IC Helpdesk) and a number of other faculty or departmental locations where you can get IT help, for example: Business and Economics Computer Support, Engineering, NICA, Arts Lab, Law Faculty, Science Computer Labs, Tamaki Campus, and Epsom. You can also find relevant information on www.auckland.ac.nz/studentessentials/

Copy and Print Service (CAPS)

Where can I use cash to add money to my copy and print balances?

You can use \$1 and \$2 coins and notes to add to your copy and print balances at the autoloader located at The Kate Edger Information Commons.

Why isn't the money from the autoloader appearing on my account?

If you have used the autoloader and money hasn't been correctly added onto your copy and print balances, take your receipt to the IC Helpdesk and ask the staff to investigate.

Can I use EFTPOS to add money to my copy and print balances?

Yes. The IC Helpdesks accept EFTPOS and credit cards. You can also use the Self-Service ePOS stations to add money to your copy and print balances via EFTPOS.

When I click print at the print station, nothing comes out of the printer.

Make sure that you have used the Print command in the application you were using on the PC (e.g. File > Print in MS Word).

Make sure you have highlighted the document on the screen at the print station by clicking on the document, and then click the print button. If nothing happens, check that you have enough money for the size of document you are printing. You may need to add more money onto your copy and print balances.

What do I do if pages come out of the printer blank, unreadable, or the wrong format?

First have a look at the printer settings on your computer, and make sure everything is set to how you want the document to come out. If your settings are correct, go to the IC Helpdesk for help.

Can I print double-sided pages?

Yes. To print a page double-sided:

1. Click on File > Print > Properties.
2. Click on Layout tab.
3. Select Front to back > Flip on long edge for Portrait and Flip on short edge for Landscape.

Be aware that double-sided printing charges you for both sides of the pages i.e. 20 cents (10 cents per side) for black and white and 40 cents (20 cents per side) for colors.

I do double sided printing to save paper – would the Information Commons consider a price reduction for double sided printing?

There is currently no discount for double sided printing in the Information Commons. However, the ability to give a discount for double sided printing is an option which the University of Auckland is considering as an environmental initiative.

What do I do if the printer jams, or says it is out of paper/toner?

Go to the IC Helpdesk and staff will rectify the problem for you. You will not be charged for any pages that do not print.

Can I print in colour?

Yes, you can. All ICs, most Libraries, faculty and campus based laboratories have color printers.

Can I print more than one page on a single sheet of paper?

Yes. To print multiple pages per sheet:

1. Click on File > Print > Properties > Layout
2. Go to the Pages per Sheet option and select the number of pages from the pull down menu
3. Click OK and then print the document.

How do I print several slides from PowerPoint?

In the top menu, click File > Print. In the bottom half of the Print dialog box, under the Print what: option, select "Handouts". In the Handouts menu to the left, which should now be available, select the number of slides you want on each page and click OK.

Can I get a refund of the money left on my copy and print balances?

Yes. You can obtain a refund at one of the IC Helpdesks (for location see page 22).

nDeva

How can I find out where and when my classes are using nDeva?

Once you've signed in using your NetID and password (<https://ndeva.auckland.ac.nz/>), click on 'Enrolment', then click on 'Your Schedule'. This link should take you to a page which asks for a four-digit semester code, some of which will be suggested up the top of the page—for example, 1103 for Semester 1, 2010.

Put in the code for the semester you're enquiring about and you should find out all you need to know.

If you can't see a class you think you are meant to be enrolled in for that semester, talk to the staff at the Student Information Centre in the Clocktower Building (see page 20).

How do I find my lecture theatre and what does 'See Dept' mean?

Some classes, especially those held in smaller classrooms, will not have their location posted on nDeva. Instead, it will just say 'See Dept.' If this is the case, you will need to go to your departmental office to discover where your class will be held. If you don't know where your departmental office is, you can try searching for it on the University home page's search engine or otherwise ask an IC staff member or a Uniguide.

You can also find enrolment advice online at our AskAuckland FAQs website: Visit <http://askauckland.ac.nz> and keyword search "enrolment help" (see page 20).

Saving your work

Can I access my USB device in IC?

Yes. All of our computers are equipped with USB ports.

Can I purchase a blank CD, DVD or USB drive anywhere on campus?

The IC Helpdesks sell USB drives (payment by EFTPOS or credit card only). The University Bookshop (UBS) located on level 1 of the Kate Edger Information Commons sells blank CDs and DVDs.

Can I access my EC Home Drive, ('H' Drive or 'My Documents' Folder) from off-campus?

Yes, via the web <https://afsweb.ec.auckland.ac.nz>. You will need your NetID and password to log in.

Can I setup my Info Commons Home Drive ('H' Drive or 'My Documents' Folder) as a network drive on my laptop?

Yes. You will need to install the AFS client. To do this, please follow the instructions available at www.ec.auckland.ac.nz/afs.htm

Can I convert my documents into PDF files in the IC?

Yes. Print your document by selecting the print command for the software you are using. Before sending it to the printer, change the printer to Adobe PDF, and then click Print. You will be asked for a location to save the PDF file. You can also edit your PDF document on the computers in the IC using Adobe Acrobat Professional.

The Library website

How do I use the library's electronic resources?

There are numerous library training courses on offer, both at beginners and more advanced levels, to help you make the most of the Library website. They are free and usually last about an hour. You can also ask for help at an Enquiry Desk in any library.

So how do I sign up for one of these courses?

To enrol for a library course, click on the 'Library' link on the right-hand side of the University home page, and then click on 'Book a Library Course' under the heading 'Services'. You will then be taken to a page that lists a variety of courses and their session times in a series of drop-down menus. All you need to do is find the course you like the sound of and click on 'Book This Session'. The final step is to provide your 14-digit barcode number (it's the one beneath the barcode on your University ID card) and your family name, and you're done.

EC Mail

What is EC Mail?

All enrolled students are provided with a free University student email account called EC Mail. Students must always check their student email.

Your University email address is officially one of the University's primary means of communicating with you.

What is my EC mail address and how can I access my email?

Your email address is:(NetID)@aucklanduni.ac.nz. So for example if your NetID was jbon007 then your email address would be jbon007@aucklanduni.ac.nz.

To access your EC Mail you can use the following website: <http://webmail.ec.auckland.ac.nz/>
Log in to EC Mail using your NetID and password.

Do I have to use the EC Mail address?

Yes. You need to check messages sent to this address as your lecturers, tutors, Library or University Administration will use this address to contact you. You can also redirect messages from your EC Mail inbox to a different email address.

I want email from the University to be sent to my other email address, not the EC Mail one. How do I do this?

You need to login to your EC Mail and change a few settings inside your email. Instructions on how to set forwarding up are available from <http://ec.auckland.ac.nz/docs/faqgoogle.htm>

CECIL

Who or what is CECIL?

CECIL is an online service designed to allow you to access course resources, receive messages from your lecturers and view the grades you have been given for tests and assignments. Some courses also include tests which are done on CECIL itself. To sign in to CECIL, use the Quick Links to the right-hand side of the main University home page, www.auckland.ac.nz, or go directly to cecil.auckland.ac.nz and log in using your NetID and password.

Okay, I'm signed in to CECIL-where is everything?

In the blue column on the left-hand side of the screen there will be a drop-down menu that should list all the classes you are enrolled in. If you can't see a class in CECIL, you may have an enrolment problem; contact the Student Administration Office, in the Clocktower Building.

The content of CECIL depends entirely on teaching staff making resources available on CECIL. If something is missing, talk to your lecturer or tutor about it. For any other problems with CECIL, especially technical ones, you can check out <http://cecil.auckland.ac.nz> click on Student Help or send an email to cecilhelp@auckland.ac.nz

Are you ready?

I know my NetID and password.

I can log onto the computers in the Libraries and the IC.

I know where the IC Helpdesks are.

I know where the printers and the copiers are.

I can log onto CECIL on <http://cecil.auckland.ac.nz>

**I've accessed my EC Mail via
<http://webmail.ec.auckland.ac.nz/>**

I've added money to my copy and print balances

**I've booked myself in for some free Library Courses on
www.library.auckland.ac.nz/booking
(Library Overview, Uni IT Essentials Workshop).**

**I've visited the Student Learning Centre to see the study
skills workshops they offer.**

I've read the IT Acceptable Use Policy.

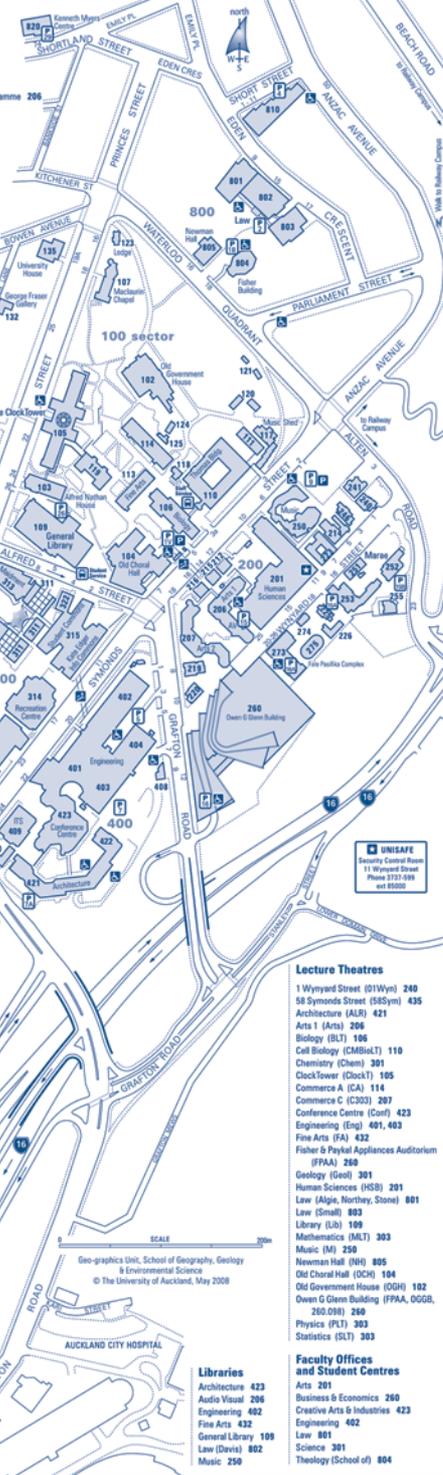
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Lecture Theatres

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Engineering 402
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THE UNIVERSITY OF AUCKLAND

GRAFTON

Te Whare Wānanga o Tāmaki Makaurau

Directory

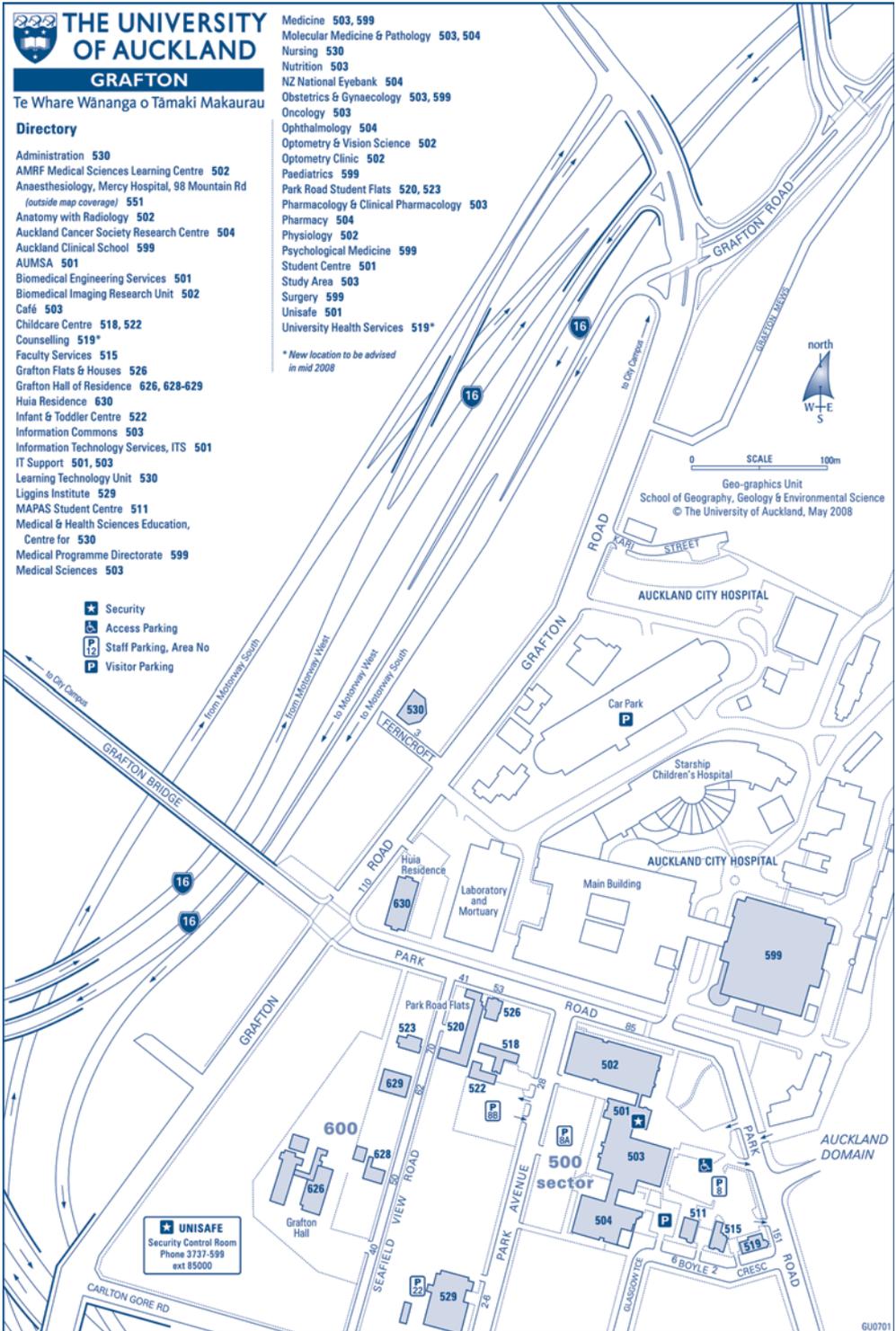
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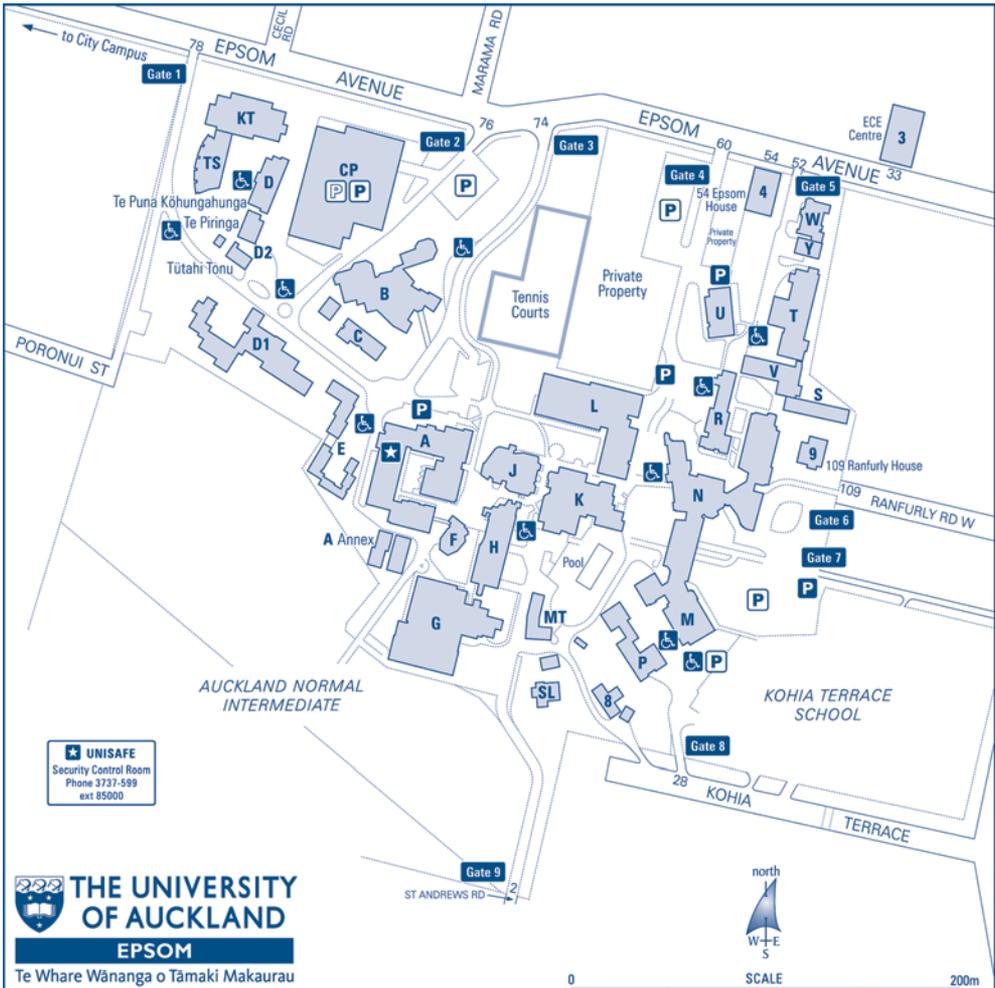
* New location to be advised in mid 2008

- Security
- Access Parking
- Staff Parking, Area No
- Visitor Parking

UNISAFE
Security Control Room
Phone 3737-599
ext 85000



6U0701



UNISAFE
Security Control Room
Phone 3737-599
ext 85000

THE UNIVERSITY OF AUCKLAND
EPSOM

Te Whare Wānanga o Tamaki Makaurau

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- 109 Ranfurly House 9
- 28 Kohia House 8
- 54 Epsom House 4
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- CEDD N
- Computer Rooms N
- Conference Rooms R
- Counselling Services R
- Counselling, Human Services & Social Work, School of N
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- Drama Centre K
- Duncan McGhie Lecture Theatre J
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- Education, Faculty of A
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- Human Resources A
- Information Commons L
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- Lecture Theatres F, J, N
- Library, Sylvia Ashton-Warner L

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- Marae, Tūtahi Tōnu D2
- Marketing & Recruitment W
- Music B
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- Postgraduate Studies U
- Reading Recovery N
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- School Leadership Centre TS
- Science, Mathematics & Technology, SMT, School of A, T
- Security/Unisafe A
- Staff/Postgraduate Common Room A
- Starpath N
- Student Cafeteria/Students Association K
- Student Contact Centre N
- Student Learning Centre SL
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- Te Puna Wānanga D, D1, D2
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- Teaching, Learning & Development, School of A, H
- Team Solutions C, TS
- Tūtahi Tōnu Marae D2
- Unisafe/Security A

Security

Gate 6 Campus Entrance

- Access Parking
- Staff Parking
- Student Parking
- Visitor Parking

Vehicles parked without authorisation will be towed

Geo-graphics Unit, School of Geography, Geology & Environmental Science
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GU0701



THE UNIVERSITY OF AUCKLAND
TAMAKI
 Te Whare Wānanga o Tāmaki Makaurau

Directory

- Adidas Sports Medicine **750A**
- Advanced Composite Materials, CACM, Centre for **740**
- Alternative Print Service **701.2**
- Asian Health Research & Evaluation, CAHRE, Centre for **730**
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- Auckland Gait Analysis & Biomechanics Lab **750A**
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- Exercise & Physiology & Motor Control **734**
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- Health Services Research & Policy, CHSRP, Centre for **730**
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- Hearing & Tinnitus Clinics (Audiology) **730**

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**THE UNIVERSITY
OF AUCKLAND**

LIBRARY

Contact

Information Commons

The University of Auckland Library

Phone: +64 9 373 7599 ext 82333

Email: ichelpdesk@auckland.ac.nz

New Zealand

DISCLAIMER

Information contained in this booklet is current at the time of printing. Refer to www.auckland.ac.nz/studentitessentials for latest information.