2012 Tech Guide

LOGGING ON

There are 2 systems for online access to UNSW services as described here - zPass and Unipass. zPass is used for most online services at UNSW. Both require your UNSW Student ID.

Your UNSW login ID is the prefix 'z' followed by your student number found on your Student ID Card. For example, if your student number is 1234567, your UNSW login ID would be z1234567. This is sometimes referred to as your zID.

ZPASS

ZPass is a password used with your UNSW login ID to access secure online services such as myUNSW, Blackboard, zMail, UniWide, the Library and parts of the BE website. It is also used to log into the BE lab computers.

You can obtain your zPass by visiting http://www.it.unsw.edu.au/students/zpass/create_zpass.html

If you have forgotten your zPass, or your account is locked, visit IDM at https://idm.unsw.edu.au/

Never share your zPass!

UNIPASS

Your Universal Password, with your UNSW login ID, was a password system used at UNSW for a number of years prior to the introduction of zPass.

While UNSW moves to zPass, there are still some services that rely on Unipass, such as CATEI https://www.catei.unsw.edu.au/ and UNSW TV - http://tv.unsw.edu.au/

Your Unipass (like zPass) can also be changed via the IDM at https://idm.unsw.edu.au/

ZMAIL

Use your zPass & UNSW login ID at https://zmail.unsw.edu.au/ to access your student email. Students are provided with 10GB of email storage space. File attachments cannot exceed 18MB.

By default, students' email aliases are their UNSW login IDs, e.g. z1234567@student.unsw.edu.au

To redirect your email to an alternate address like Gmail or Hotmail, or to select a preferred alias, log into IDM at https://idm.unsw.edu.au/

STUDENT CARD

You will require your Student ID Card access to the Red Centre (after hours) and the computer labs. Obtain your student card from FM Assist, located at Level 2, Mathews Building F23 (entry via Mathews Pavilions).

HOME DRIVE

All students have their own private storage space on the UNSW servers called the Home Drive (H:), accessible from the BE lab computers.

You can access your Home Drive remotely via https://myfiles.unsw.edu.au using your zID and zPass.

For more information, visit https://www.it.unsw.edu.au/students/file/

SKYDRIVE

SkyDrive is an online file storage and sharing service. You can upload files and share them publicly or keep files private for your own use.

Each zMail account has SkyDrive attached to it, with 25GB of storage space.

To access your SkyDrive, login to zMail and click on the SkyDrive link at the top of the page.

BE STUDENT INTRANET

The Built Environment Intranet contains information on BE facilities, IT matters, news, learning and teaching, and more.

To access the intranet, go to the BE website (http://www.be.unsw.edu.au), click on the Login button on the top right of the page, and enter your zID and zPass.

BE LABS

The BE has 5 main teaching labs in the Red Centre. The labs are frequently booked for classes. Timetables are posted at the entry of the labs.

There is also a PG lab (Red Centre) and a Design Lab in the Squarehouse. See http://www.be.unsw.edu.au/student-intranet/computer-labs (requires site login for access).

The computer labs are open 24 hours a day, 7 days a week, requring your Student ID Card for access.

LAB COMPUTERS

The computers in the BE labs get reset when they reboot and the local drive (C:) is wiped. You should therefore avoid working on this drive. This means **- do not save work to the desktop**. You can use the D: drive as a local workspace.

Students are advised to back up their own work frequently with USB flash and portable drives.

LAB BEHAVIOR

It is expected that you keep the labs tidy, throwing away rubbish in the bins. Eating and drinking is not permitted in the labs.

Please show respect to other students avoiding disruptive behavior (such as talking too loudly) and always be aware of when classes are running in the labs.

UNIWIDE WIRELESS

UniWide is a campus-wide wireless network where students can freely access the internet from their laptops or mobiles devices.

Set up your device by following the instructions at http://www.it.unsw.edu.au/students/uniwide/

Penalties for illegal downloading include a fine of up to $1,000.

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STUDENT LAPTOPS

The Faculty encourages students to purchase and use their own laptops on campus. Work stations with power points are available on most levels for laptop use.

Students interested in purchasing a laptop should refer to the list of recommended hardware specifications on the BE site. The Faculty has special student deals on laptops. Visit http://www.be.unsw.edu.au/student-intranet/purchasing-new-computer (requires site login for access).

LAB SOFTWARE

All lab computers run Windows OS (win7.64).

Software installed includes the Adobe MASTER Collection CS5.5, Microsoft Office, a suite of Autodesk applications, CAD programs, SolidWorks, Rhino & GIS.

Visit http://www.be.unsw.edu.au/student-intranet/computer-labs (requires site login for access) for a complete list.

STUDENT LICENCES

Student licences are available for most software.

Most Autodesk products can be downloaded for free after registration. Register at http://students.autodesk.com/ with your UNSW email.

Other student versions of software are available from the UNSW Bookshop. See http://www.bookshop.unsw.edu.au/computing/

ANTIVIRUS

Students should have an antivirus application installed on their desktop computer or laptop.

Students should also scan for and remove viruses from their portable storage devices to prevent spread on lab computers.

Enrolled UNSW students can download Symantec AntiVirus for free from http://www.it.unsw.edu.au/students/software/sav.html

LOAN EQUIPMENT

BE students can freely borrow technical equipment from BECU on Level 2.

Equipment for loan includes presentation laptops, video & digital cameras, projectors, 46" LCDs, speakers, headphones, card readers, graphics tablets and video adapters & cables.

Simply bring along your student ID card to the BECU office or email becu@unsw.edu.au

PRINTERS

The level 1 Print Room has A3 & A4 B/W and colour laser printers, photocopiers and large scale B/W and colour printers up to A0. There are also printers in the labs and Squarehouse.

The Kiosk terminals are available for quick tasks, such as printing and web browsing. These can be found outside the BECU office, in the Print Room and Student Centre.

PRINT SYSTEM

Your UNSW ID card acts as your copy and print card. To add money by credit card, go to https://recharge.it.unsw.edu.au. There is also an EPAY station in the Print Room on Level 1. If you have never used the Student Print Service, you will be prompted for a new 4 digit PIN when releasing your job.

For more information, visit https://www.it.unsw.edu.au/students/mps/

For wireless printing, visit http://wirelessprinting.unsw.edu.au/

3D PRINTING & LASER CUTTING

3D printing laser cutting services are available at the Design Lab in the Squarehouse (Lower Campus). See the Design Lab staff in the office for more information, or visit http://www.be.unsw.edu.au/student-intranet/design-labs-squarehouse (requires site login for access).

BLACKBOARD

Blackboard is a Learning Management System (LMS) that provides the online framework for most BE courses. If Blackboard is not used in your BE course, the alternate system will be linked from Blackboard. Blackboard is used for the distribution of course material and resources, and could include learning and teaching tools like discussion forums and blogs.

Login to Blackboard with your zPass via http://www.telt.unsw.edu.au/

INTERNET USAGE POLICY

Students have access to the internet via the lab computers and UniWide.

The computers and internet facilities are to be used for educational and academic purposes only.

UNSW monitors all internet activity. Downloading copyright/pirated material is strictly forbidden and may result in a fine of up to $1,000.

SECURITY & EMERGENCIES

It is advisable that students travel in groups when working during the late or early hours of the day.

Video cameras are installed on every level and permanent security officers continuously patrol the campus to ensure the safety of students.

In case of emergency (fire, medical, personal threat, environment, evacuation), contact 9385 6666.

ERGONOMICS AND OH&S

Students are advised to take frequent breaks, stretch or go for a walk. Water coolers can be found on Level 4 & 6.

The Faculty is committed to providing a safe working environment for both students and staff. You can help prevent accidents by reporting hazards and incidents to your supervisor/teacher. See http://www.be.unsw.edu.au/student-intranet/ohs (requires site login for access).

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