

The Quick Guide to Computing at AVILA UNIVERSITY

This handout is intended for faculty, staff, and students to update them regarding information technology resources available on the Avila Campus.

Here is an outline of general topics, and links to resources on the Avila web page.

Location of Computer Labs and Classrooms on campus

Avila University has computers available for your use in classrooms and also other campus locations. Classrooms with multiple computers are located in O'Rielly Hall (4 labs total), the Nursing lab in Borserine Hall, and Apple iMacs in the Viscom labs of Dallavis Center. Other campus computers: Eagle's Nest (Marian Center), each Residence Hall has public computers and of course the many computers located in the Hooley-Bundshu Library.

The Library's INFORMATION COMMONS has 24 Dell computers connected to the campus network. The network stores the application software, which consists of Microsoft Office and other applications for specific classes as well as allowing access to the Internet. There are also a variety of software applications directed towards nursing education available on the library computers.

For students living in the residence halls, there are computer labs in Thompson Hall and Ridgeway Hall.

These computers have the same software as the campus computer classrooms. There are four printers, of which two are color printers. The Dallavis classroom has 20 iMacs. Available software consists of Microsoft Office, Microsoft Works, Photoshop, Illustrator, QuarkXPress, and other specialty applications. The O'Rielly computer classrooms consist of Pentium-IV computers, each having a flat panel color monitor. Each computer runs Windows software including Microsoft Office and other specialty applications

[http:// www.avila.edu/sci/building.asp](http://www.avila.edu/sci/building.asp)

Vital Information

Password and User Name

As an Avila Student you will use your Avila Username and Password to access the following Avila computer resources:

- Campus Computers running Microsoft Windows (Including Lab PCs)
- Avila Email
- MyAU (for class schedules and grades)
- Library Proxy/Database Server
- ANGEL Course Software
- I:Drive
- Research Databases

Students, your Avila Username is formatted as follows:

Username: lastname + student ID Number (example: jones654321)

For Students your initial Avila Password is:

Password: last 6 of social security number followed by "@AU"

Example: Name: Joe Jones, ID#654321

Name: jones654321

Social Security #: 111-22-3333

Default Password: 223333@AU

All students and employees will be required to change their password at first login.

ATTENTION INTERNATIONAL STUDENTS: Because International students don't have Social Security numbers, their initial password is

990 Avila assigned Student ID Number

ATTENTION NEW STUDENTS: You must first login to the Avila Email System and change your password before accessing any other university resources.

- When on campus, new employees and students will be prompted to change their password automatically.
- From off campus, students and employees will be prompted to change their password through the web e-mail interface, Outlook Web Access (OWA). The following link has been provided: <http://www.avila.edu/campusweb/login.asp>

Note: Your password IS case sensitive! Also, your password will expire every semester, requiring you to select a new password periodically.

Avila University is making an effort to better secure our electronic information by strengthening passwords. All **new** passwords will need to adhere to the following format:

Passwords must be contain at least **8** characters (this is the minimum password length), and

Passwords must consist of at least **three** of the following four types of characters:

UPPERCASE LETTERS

Numeric values (i.e. 0-9)

lowercase letters

Special characters (! @ # \$ % ^ & *)

Again, of the four types of characters listed, your password must contain at least three (any three) of the previously defined character types. As an example, you can use a word (or phrase),

capitalize at least one letter in it (such as the first letter) and then substitute any other letter with a number or special character. The rest of the word or phrase would consist of lowercase letters.

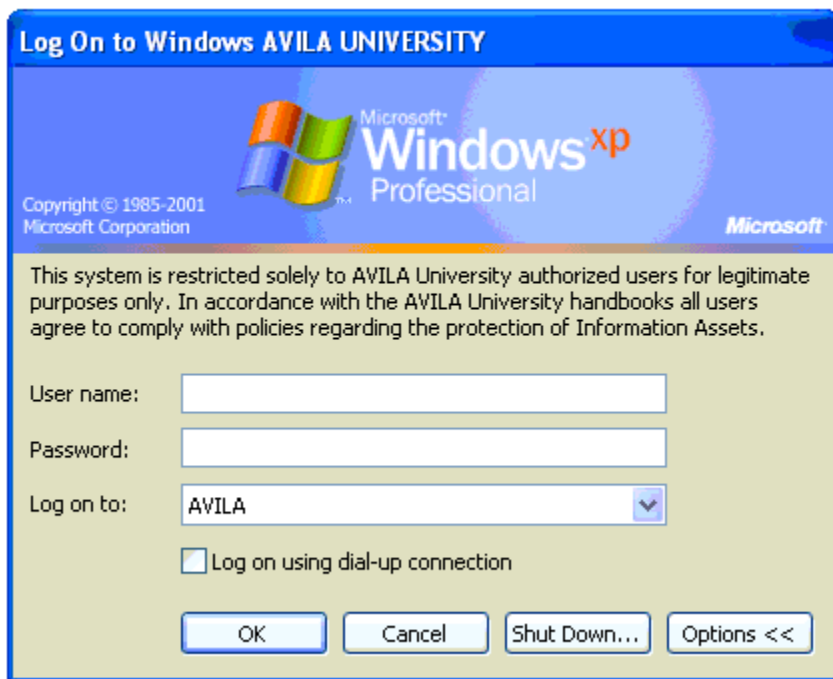
The Information Technology Services department, or the Library staff, can assist you with your Avila Username and Password and with logging in to these Avila resources. If you have forgotten your password, please come to the Library Circulation Desk or the Information Technology Services offices in the bottom floor of O'Reilly Hall with your Student/Employee ID card or Photo ID and we will assist you.

You may also call the Information Technology Services Helpdesk at:

(816) 501-2900
Mon – Fri
8AM to 6PM.

Avila Email

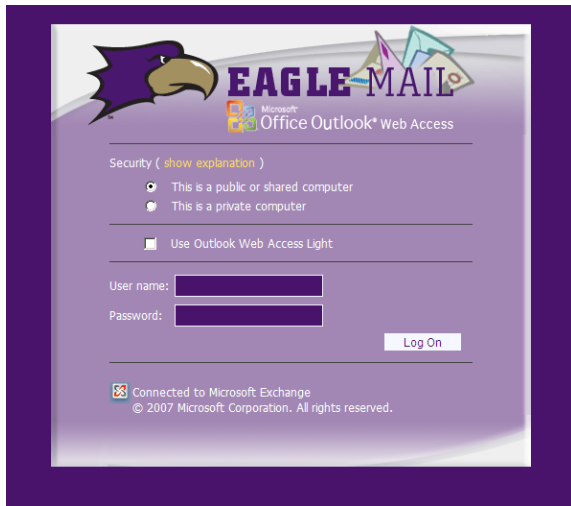
Your Avila Email is where you will receive all official email correspondence from the University. You may also use it to communicate with your instructors and fellow students. You will use your Avila Username and Password (See Section 1 of this document) when accessing your Avila Email account. Follow the “Avila Email” link off the Avila Login webpage and you will be taken to the following screen to log in:



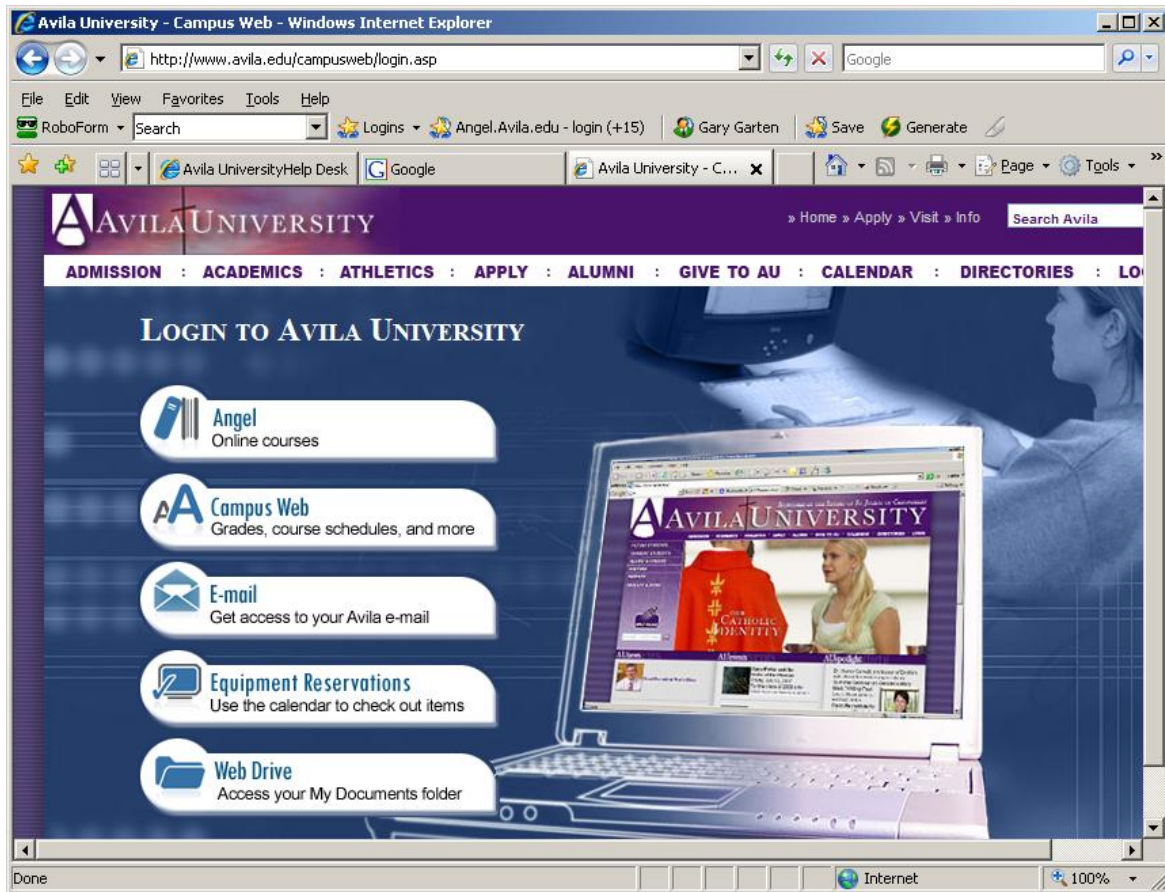
Student email addresses are formatted as:

username@avila.edu

For example, if your last name is Jones and your Student ID Number is 654321, your email address will be:



Centralized Access Page – Web Drive



Angel

The Angel system (for online classes) uses the same username and password as other Avila resources, such as email and MyAU.

Because your username and password provide access to so much personal information be sure to keep it confidential. If you need help accessing you account or changing a password bring your student ID or Drivers License to Avila's Information Technology Services Department (501-2900) or the Circulation Desk in the library (501-3621).

<http://www.avila.edu/campusweb/angel.asp>

MyAU

MyAU is where you can access your class schedule, grades and unofficial transcript, view your tuition balance, and make online payments to your account. You will use your Avila Username and Password (See Section 1 of this handout).

<http://myau.avila.edu/ics>

I:Drive

Students may access class materials and assignments on the I:Drive (Instructor Drive) using the My Computer option on campus and the Web Drive remotely. The Web Drive also allows students to access documents in the student's My Documents.

Printing on Campus

All Avila undergraduate students are provided with 3500 printing units at the beginning of each semester. Graduate students are given 4000 units. The printing units are placed in their printing account and linked to their Avila logon. Each print "job" decreases the account balance based on whether single, double-sided, or color printing is selected.

Each single-sided page will cost 10 units to print. This amounts to 300 pages of printing
($3500 \div .10 = 350$).

Each double-side page will cost 8 units to print. This amounts to 166 pages of printing
($3500 \div .18 = 194$)

Color Copies will cost 50 units per page

$3500 \div 50 = 70$

Most students complete the semester without needing to add print units. If you run out of print units and you need to print...

Go to the Circulation Desk in the library and a librarian will accept payment for additional printing units.

Keeping your information Safe

Computers in the labs and classrooms don't allow you to save to the Avila computer hard drive. Instead, at Avila files you save in your 'My Documents' folder will be saved on an Avila file server Z: drive folder. Each user has a finite amount of individual Z: drive server space. It is each person's responsibility to clean up their network drive space. You can access your 'My

Documents' folder from off campus (or while on campus) from the Avila Log In web page (Web Drive). For more information go to:

<http://www.avila.edu/support/webdrive.asp#>

<http://www.avila.edu/campusweb/login.asp>

Other options for saving files include:

1. Using a portable memory device (USB memory stick, available in the bookstore or retail stores) to save your documents.
2. Email the document to your Avila or other email account.

Important Information on the AVILA UNIVERSITY Web Page

Where do I find the Academic Catalog with lists of required courses, core course, rules and regulations?

<http://www.avila.edu/catalog/index.asp>

or

<https://myau.avila.edu/ics/>

Where do I find my academic advisor, advising dates, the academic calendar, how to withdraw from a course, my course schedule? Registration and student records

<http://www.avila.edu/registrar/curstu.asp>

Where can I find help with studying skills, tutoring, take the Math placement exam? The Learning Center

<http://www.avila.edu/lc>

If you want to use Avila's Wireless Computer Access on Campus

<http://www.avila.edu/support/wireless.asp>

Library Web Page

Information about your library account, access to online databases and the online catalog, electronic reserves, library hours and news are available at

<http://www.avila.edu/hbl/index.htm>