School of Architecture

Using Computer Resources

For Macintosh, Windows XP, Windows Vista

These 4 documents available at: www.arch.virginia.edu/computing/docs/ and outside Campbell Hall Rm 131

Using Computer Resources (This document)
Connecting your personal computer to A-School Resources for:
Macintosh Windows Vista Windows XP

Accounts

You will access many different computers at UVa to use email, store files, submit class work, and produce web pages. They all use your University computing ID (email ID) as your identity. Always use your **email password** when you activate an account on any computer - this will simplify your life. If you want to change your email password to something easier to remember, do this first before activating any other accounts. To use your personal computer to access Architecture School file storage and printers you must set it up as shown below.

- The UVa-wide computer department, ITC, provides **Email, wireless access, library printing and Home Directory storage** for all users at UVa. Contact the **help desk** at 924-3731 for problems or see www.itc.virginia.edu/helpdesk/.
- The Architecture School computing department has separate **file storage and printing** systems. Contact us at www.arch.virginia.edu/computing/ or our office in Campbell Hall Rm 131.

Required sequence for computer accounts activation - To accomplish an item below, all the items above it must be fulfilled first. Instructions for each item are in this document. (You may have already activated your email and you may not be setting up your personal computer at this time).

1. If you want to use the **internet** with your personal computer while on UVa grounds, you need to **register** its network serial numbers with UVa (next page, connecting your computer). You must plug your ethernet cable into a UVa port (available on Campbell's 3rd and 4th floors, libraries, and dorms).

2. Activate your **university email account**. (sidebar next page) You'll need internet access. You may change the initial password you receive, but then you must use it for all other accounts. If you have problems call the UVa Help Desk, 924-3731.

3. **Architecture School computer account activation** (details below). To acitvate, you use must be on grounds. Optional: to access A-School file storage from outside UVa, you must set up UVa-Anywhere (see below).

Set up your personal computer for use in Campbell Hall

1) Complete all the above items first. 2) Follow the instructions on the next page, and then 3) get the document and the required download for your operating system- Windows XP, Windows Vista, or Macintosh from www.arch.virginia.edu/computing/docs/. Documents can also be found outside Campbell Hall Rm 131.

If you have problems, make sure your A-School account is working: login to a computer in Campbell (public computers are in rooms 139, 130 and on the 3rd and 4th floors). If you can't login successfully, come to Campbell Hall Rm 131.

Walk in wireless workshops everyday in the libraries: see http://www.itc.virginia.edu/helpdesk/walkin.html

Getting Connected in the School of Architecture

Windows and Macintosh

A-School Account Activation:

Your login account at the A-School gives you access to the computer systems, printers, file servers and other services within the School. Your account has been created for you, but you still need to activate it.

1. Do you already have your University Computing ID (usually begins with your initials, e.g. *mst3k*)? If not, you need to activate your University account first *(see right)*.
2. Go to: http://www.arch.virginia.edu/computing/accounts/. Click on 'Activate your Architecture School Account'.
3. At the login prompt, for 'User Name', enter your Computing ID.
4. For the password, type 'abc123##', and hit Enter to log in.
5. You will be brought to a screen for changing your password.
6. Enter 'abc123##' as the old password.
7. Type your new password in the next two boxes**. Use your email password**. Make sure the password you choose is strong (see 'Security Best Practices' sheet).
8. Click 'Change Password'. Your password should be changed.
9. Log out of this form and close your browser.

Connecting your computer to the network: *

In addition to using the lab computers, you can connect a personal computer to the network in the labs or studio spaces. You will need an Ethernet cable (available at Cavalier Computers in the UVA Bookstore).

1. Using the Ethernet cable, plug your computer into one of the open Ethernet outlets in the labs and studio spaces.
2. Open a web browser. If you have not yet completed the UVA network registration process, you will automatically be brought to the network registration page. Follow the instructions on that page to register your computer on the university network

If you have problems On a Macintosh:

Open 'System Preferences', found in the Dock.
Choose the 'Network' tab.
Choose 'Built-In Ethernet' and click 'Configure'.
Under the 'TCP/IP' tab, make sure 'Configure IPv4' is set to 'Using DHCP'. Your computer should now be able to connect to the internet.

If you have problems in Windows XP:

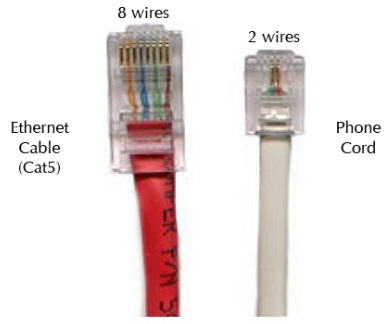
In the 'Start' menu, open 'Control Panel'.
Open the 'Network Connections' control panel.
Right-click your Ethernet connection – usually labeled 'Local Area Connection' – and choose 'Properties'.
Under 'General', highlight 'Internet Protocol (TCP/IP)' and click 'Properties'.
Make sure the boxes for 'Obtain an IP address automatically' and 'Obtain DNS server address automatically' are checked. Your computer should now be able to connect to the internet.

How to activate your University account and get your University Computing ID:

1. Log into your computer or another computer to which you have access.
2. Open a web browser and go to: http://www.itc.virginia.edu/accounts/newstudents.html
3. Click 'Activate your computing accounts'.
4. Enter your last name, birthdate and UVA ID when prompted.
5. The University requires all students to read the document 'Responsible Computing: A Handbook for Students' and answer questions about it before receiving a computing password. There will be a link to the Handbook if you need to look at it before taking the quiz. Once you are ready, take the quiz (you may have to take it more than once before you pass).
6. Once you pass the quiz, you will be given your University Computing ID. This ID will be used to log into computers in the A-school as well as in many other places.
7. This process has activated two accounts for you – your email account and your Home Directory account. The university provides a secure password that is used for both accounts. These passwords are difficult, but you will memorize yours quickly upon using it.
8. You can now return to the A-school account activation (above left).

Ethernet Cable vs. Phone Cable

Note the Ethernet cable's end is fatter.



The phone cable WILL NOT work for your Ethernet connection!

* See the separate help sheet for information on Wireless in the A-School.

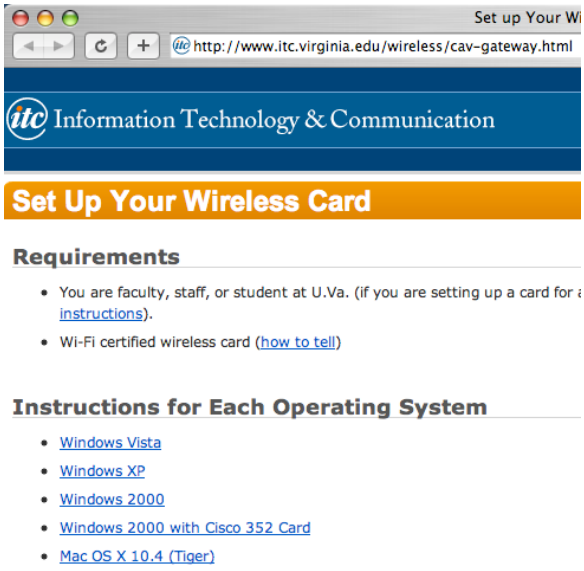
Optional Connecting to the Wireless Windows and Macintosh

Every day there are walk in wireless workshops at libraries: see http://www.itc.virginia.edu/helpdesk/walkin.html

The UVA secure wireless network, called 'cavalier', allows you to make a connection to the University network without the physical restriction of being plugged into a wall outlet. The School of Architecture is a part of the UVA wireless network.[a] To set up your wireless-capable laptop, make sure you first have a **wired** connection to the Internet and follow the instructions below.

Requirements:

1. An Apple Airport Card (comes in all new Apple laptops) or Wireless Ethernet PCMCIA card with WPA support[b] (comes in almost all new PC laptops).
2. A wired Ethernet connection to the Internet.[c]
3. Mac OS X 10.3.9 or later, or Windows Vista or XP, with all software updates installed.[d]



Connecting to the Wireless Network:

1. Plug in your wired Internet connection and visit: http://www.itc.virginia.edu/wireless/cav-gateway.html
2. Select your operating system (Mac OS X 10.3 or 10.4, Windows XP, or Windows 2000).
3. Carefully follow the instructions provided online.

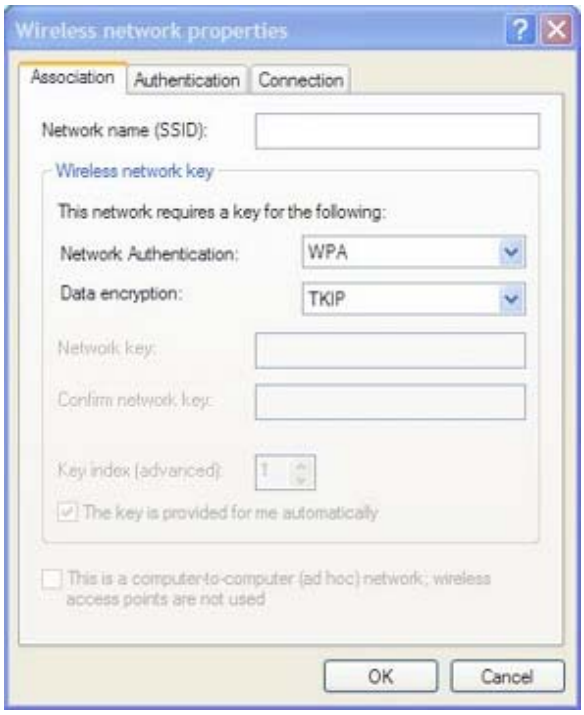
Notes:

a. **The wireless network in the School of Architecture is maintained by ITC**. Although the School of Architecture's computing staff may be able to answer basic questions, for full support, you will need to call the ITC Help Desk at 4-3731 or visit the ITC website at: http://www.itc.virginia.edu/wireless/

b. **Note on security changes:** As of May 2007, the encryption method currently used to connect to the UVa cavalier wireless network changed from Dynamic WEP (802.1X WEP) to WPA Enterprise (802.1X WPA-TKIP). This change introduces increased security to wireless communication. See the ITC website to make sure your wireless card supports WPA encryption.

c. There is no easy way to setup your wireless card without connecting via a wired connection first. If necessary, you could use another computer, such as a lab computer, to visit the above website and download the necessary files, and then transfer them to your laptop using a writeable CD or other media.

d. Computers running Mac OS 10.2 (Jaguar) or Windows 2000 can access the unsecured wireless network 'wahoo', but not the secure network 'cavalier'. See the ITC website for instructions.



(PC Only) If both 'WPA' and 'TKIP' are available, your card has the proper WPA support. See: http://www.itc.virginia.edu/wireless/

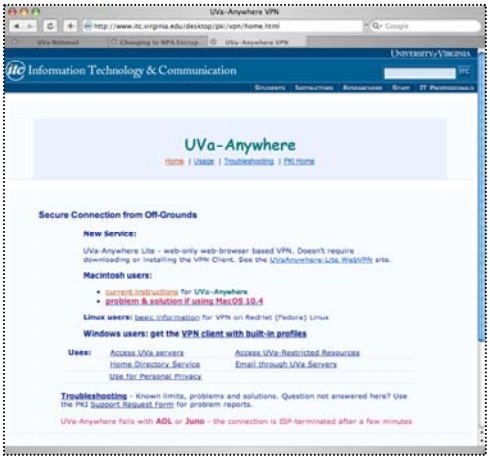
Optional UVa-Anywhere – Accessing Services from Home

Many services at UVA are only available to people on the UVA network, for a variety of reasons, such as security and copyright laws. These include:

- Many library services such as subscriptions, online databases, and news resources.
- Access to servers such as Olmsted, Gaudi, and ScanTemp.
- Software licensing services (for faculty).

To access these services from an off-grounds (i.e., home) computer, you can set up a service called UVA-Anywhere. There are two options:

- **UVa-Anywhere using the VPN Client**, for ***any*** protected resource.
- **UVaAnywhere-Lite WebVPN,** for accessing ***Web-based resources only***. To access it, open a web browser and go to: http://www.itc.virginia.edu/vpn/webvpn/



Installing the full UVa-Anywhere VPN Client:

You will need to be connected to the internet. All of the instructions are online. **It is easiest to follow them online,** because you will need to download several files.

If you have installed any file-sharing software such as KaZaA, Morpheus, Acquisition, or Limeware, it is recommended that you uninstall it before proceeding. It can interfere with UVa-Anywhere installation and use.

Mac Users

1. Open a web browser and go to: http://www.itc.virginia.edu/desktop/pki/vpn/home.html
2. Click 'Macintosh users: current instructions'.
3. Work through the online instructions:
   4. In step 1 (of the online instructions), follow the instructions to obtain a digital certificate.
   5. In steps 2-6, follow the instructions to download and install the VPN client.
   6. In step 7, follow the instructions to select your certificate.
   7. In step 8, follow the instructions for using the client.

Windows Users

1. Open a web browser and go to: http://www.itc.virginia.edu/desktop/pki/vpn/home.html
2. Click 'Windows users: get the VPN client' to open the main Windows page.
3. Click 'Install' and follow the instructions to download and install the VPN client.
4. Use your browser's 'Back' button to return to the main Windows page. Click 'Configure the Profile' and then click 'UVa-Anywhere'.
5. Follow the two steps listed to obtain a digital certificate and to select it in your VPN client.
6. Use your browser's 'Back' button to return to the main Windows page. Click 'Connect the VPN Client'.
7. Follow the instructions; you will be using the 'UVa-Anywhere' profile (it may be the only one listed).

Notes:

- This is only an outline of the web-based instructions. The full instructions and troubleshooting guides can be found at: http://www.itc.virginia.edu/desktop/pki/vpn/home.html
- **UVa-Anywhere is a service of ITC.** If you have trouble, contact the ITC Help Desk at 4-3731. The School of Architecture's IT staff can consult on setup, but does not provide full support for UVa-Anywhere.
- ITC policy requires that the downloading and installation of UVa-Anywhere and of your personal digital certificate be performed by YOU -- the student or faculty member -- directly, under your own login credentials. The School of Architecture's IT staff and the ITC Help Desk cannot do this for you.

Software Available for Students and Faculty

Through contracts with vendors, the University and the School of Architecture are able to make certain software available FREE or at significantly reduced prices to students and faculty registered in its programs. These software programs may be installed on a student/faculty's own personal computer, whether it is in the school (laptop/studio) or at the student/faculty's home. Some licenses are timed and must be renewed once a year.

⇒ General Purpose Software

UVA ITC makes general purpose software available to anyone in the university. This includes:

- Email clients
- Anti-Virus protection
- Home Directory tool

All of this can be found at ITC's Software Central:
http://www.itc.virginia.edu/central/

⇒ CAD Software

Autodesk Architectural Desktop 2008 / Civil 3D
$99 per academic year
Purchase through e-academy:
http://arch.virginia.e-academy.com/

Bentley MicroStation XM edition CAD / Bentley Architecture / Geopak
FREE, Yearly renewed license
See Eric Field, room 134.

EdgeCAM
FREE, perpetual student license
See Eric Field, room 134.

Form·Z
$95 per academic year, renewable, with hardware lock
See Eric Field, room 134.

Maya
Maya Complete: $107 + shipping
Maya Unlimited: $157 + shipping
Purchase through e-academy:
http://arch.virginia.e-academy.com/

Rhino 4.0
$95 perpetual student license (no upgrades)
Purchase through Cavalier Computers:
http://www.cavcomp.virginia.edu/

SketchUp Pro
$99 per academic year
Purchase through: www.sketchup.com/

⇒ Graphics Software

Adobe Creative Suite 3 (Includes Adobe Photoshop, Illustrator, InDesign, Dreamweaver, Flash)
Full suite: $399
Available through Cavalier Computers under a special pricing contract for university students.
http://www.cavcomp.virginia.edu/

⇒ Geographic Information Systems (GIS) Software

ArcGIS Suite
The license comes in three forms:

1. License-served through On-Grounds Network. FREE, yearly renewed from UVa Research Computing
2. Stand Alone UVa License. $40 per year, yearly renewed with hardware lock
3. Personal License. $100, 180-day license with Getting to Know ArcGIS textbook. This license is directly obtained from ESRI

Get license through ITC Research Computing:
https://www.web.virginia.edu/rescomp/ldb/SoftwareInfo.asp

⇒ Educationally Discounted Software

For students, many software companies provide educational discounting. There are many sources for finding these deals, including web sites and storefronts in addition to the manufacturer's sales department.

UVA students have access to Cavalier Computers in the University Bookstore. Many titles, including Adobe Creative Suite, can be found here at prices far below market retail.

Cavalier Computers:
http://www.cavcomp.virginia.edu/

NOTE: For the most up-to-date information, see:
http://www.arch.virginia.edu/computing/software/distribution

Security Best Practices

Setup Your Computer

1. **Use strong password protection.**

   Learn what constitutes a good password, create ones you can remember, and change your passwords if you have reason to believe they have been compromised.*

   DO NOT: Use as a password your login name, first or last name, relative's name, street name, or any other information easily obtained about you, or any word that can be found in a dictionary.

   DO: Mix together upper- and lower-case letters, numbers, and punctuation to create a password at least seven characters long.

2. **Use a password protected screen saver**

   Lock your computer automatically after a brief period of inactivity with a password-protected screensaver. A 10 to 15 minute setting on your screensaver's idle or wait time enhances security while causing minimal inconvenience. It's a quick but effective measure of protection.*

3. **Turn off file sharing**

   The file sharing capability of your computer should be enabled only if it is essential that others have access to files on that computer. Disable file sharing and system access settings for Windows, Mac OS X, or UNIX/Linux operating systems.*

4. **Turn on firewalls**

   Firewalls can prevent hackers from making unwanted connections to your machine. Make sure the firewall settings are enabled.*

5. **Turn off or delete unneeded software features**

   The more software packages there are on a computer, the more opportunity there is for exposure. Unused applications should be uninstalled and unused features turned off.

6. **Restrict the number of users**

   Setup one person per user account with specific instructions not to share this information with anyone. Delete accounts of past users. Moreover, delete default accounts such as Guest and Administrator to make it harder for hackers to gain access to your system.

Maintain Your Computer

1. **Use up-to-date anti-virus software**

   Install antivirus software on your computer and schedule updates to take place on a daily basis to recognize new virus types as they emerge. Enable the automatic protection of all incoming files and schedule weekly scans of your hard drive.*

2. **Don't open files from unknown sources**

   Carefully judge the credibility and trustworthiness of the file's source before opening. Email attachments and downloaded files are common sources for malicious programs. Also, bear in mind that some viruses and worms can mimic the identity of a familiar email correspondent. If you weren't expecting an attachment, you may want to contact the email sender to verify the attachment before opening.

3. **Keep your operating system up-to-date**

   Updates should be downloaded and installed immediately—many contain critical fixes for security-related defects. Recent operating systems have automated the update process, though you may be prompted to approve the install process.*

4. **Keep your application software updated**

   Check your software manufacturers' sites regularly for updates to their products.

5. **Back up your files**

   You should create a back-up of your entire system periodically, and back-up critical data files whenever they are updated.*

6. **Secure**

   Protect your system from theft by physically securing your computer.*

* For instructions and more information, please visit:
http://www.itc.virginia.edu/security/checklistforPCs.html

For guidelines specific to the School of Architecture, please visit:
http://www.arch.virginia.edu/computing/security/secwp.html