FALL/WINTER 2001-2002

Student Technology Guide

UNIVERSITY OF MISSOURI - ST. LOUIS
Introduction

Welcome to Information Technology at UM-St. Louis!

This guide is designed to introduce you to the resources available to you. Some of these resources you will use regularly, others will be called upon only in an emergency.

Regardless of your needs and usage, don't hesitate to contact us if you have any questions. Our numbers are listed on the back cover of this guide.

We wish you the best of luck as you pursue your educational goals!
# Table of Contents

Student Accounts ......................................................... 1
Your Gateway ID ......................................................... 1
Using MyGateway ......................................................... 1
Email ................................................................. 2
Dial-up ............................................................... 3
UNIX Shell accounts ..................................................... 3
Samba ................................................................. 3

Resources for Students with Disabilities ......................... 4

Purchasing Technology-Related Merchandise on Campus ......... 5

Instructional Computing Labs ........................................... 6
Lab Locations and Operating Systems ................................ 6
Lab Resources ........................................................ 7
Software .............................................................. 7
Printing ............................................................... 7
Scanning .............................................................. 8
Training ............................................................... 8

Accessing Your Student Records ...................................... 9
STAR .............................................................. 9
TRAIN ............................................................ 9
DARS ............................................................ 10

The Technology Support Center ...................................... 11

Helpful URLs @umsl.edu ............................................... 12
Student Accounts

GETTING STARTED: YOUR GATEWAY ID
To access your accounts, you will need to obtain your Gateway ID. To do so you must visit the following web address:

http://gatewayid.umsl.edu

Once you know your Gateway ID, you will be able to access various accounts which are created for you on the first day of classes. If you registered late, it could take up to 2 weeks for your accounts to be created.

Please contact the Technology Support Center at ext. 6034 if you need help.

USING MYGATEWAY
The "My Gateway" site provides you with access to a course’s online resources, as well as many other features such as: class email, discussion forums, virtual chat, an address books, a calendar and task list, and a variety of other internet resources.

To log on to the My Gateway site, point your web browser to:

http://mygateway.umsl.edu

When prompted, enter your Gateway ID and password. For more information see:

http://www.umsl.edu/computing/mgwhelp/studentlogon.htm
Student Accounts

EMAIL
Each registered student is given a single email address on the server studentmail. The default size of all email accounts is 10 megabytes.

Beginning fall 2001, new student email accounts will be:

yourgatewayid@studentmail.umsl.edu

...where “yourgatewayid” is your own Gateway ID.

For example, if your Gateway ID is abc123 then your email address will be:

abc123@studentmail.umsl.edu

Continuing students may use their CURRENT email address.

Password: Your initial password is yydd1234 where yy = the last two digits of year of birth, dd = two digit day of birth and 1234 = last four digits of your social security number. (For new accounts only)

For assistance with email, visit any of the open labs and ask one of the consultants.

DIAL-UP
The University provides a no charge, dial-up internet service, so that students may check email, browse online course material, and conduct online research from home. Dial-up UserIDs and Passwords are the same as your Gateway ID. Connectivity is limited to 2 consecutive hours.

To dial-up to UM-St. Louis you must have a modem and be running either Windows 95/98 OR Mac O/S version 8.0 or greater. Check the web address in the reference section of this guide for instructions on configuring your computer.

For more info visit:
www.umsl.edu/technology/...tsc/dialup/student_dialup/...student_dialup.html

Admiral Accounts and studentmail accounts will be separated later in the semester.
Student Accounts

UNIX SHELL ACCOUNTS
Shell accounts allow you to store files, run programs, and create web pages on the server admiral. This 20 MB account will be automatically created for you once you are registered and have your Gateway ID.

Current student UNIX Accounts will remain at 5MB. You may request up to an additional 15 MB for a total of 20 MB.

UNIX Shell accounts are separate from studentmail accounts.

SAMBA
Samba allows you to map your UNIX shell account from any Windows PC in the labs and classrooms. Prior to SAMBA’s implementation, transferring files between Windows and UNIX required you to use File Transfer Protocol software (FTP). Now with SAMBA, you can work with your files on the UNIX system as if they were on the local C:\ drive.

Accessing SAMBA in the labs and classrooms: Click, Start--> Programs --> The Internet --> Map Shell Account

Enter your UNIX ID and password and click “connect.” The application will map your Shell account to the drive letter “J” and open it. You will notice that the “Map Shell Account” application cannot be minimized. That is to prevent users from inadvertently forgetting to disconnect before they leave the computer. Be SURE to disconnect when you have finished, or else whoever comes behind you will have unlimited access to your files.

For more information on SAMBA, as well as information on how to map your shell account on your home computer, please visit the following webpage:
http://www.umsl.edu/technology/tsc/samba/samba.html

The application will work from home ONLY through a UMSL Dialup connection.
Resources for Students With Disabilities

Disability Access Services, located on the first floor of the Millennium Student Center, offers students with disabilities a wealth of resources to help ensure their academic success. Some of these resources include:

Voice recognition software - Dragon Dictate and Dragon Naturally Speaking

Screen reading and book reading - Zoom Text, Jaws, Open Book, and Window Wize

Software for students with learning disabilities - WYNN and Read-n-Write

Braille Printer

Closed Caption Television (CCTV)

WHAT’S AVAILABLE IN THE LABS AND CLASSROOMS FOR DISABLED STUDENTS

Software - TextHelp Read-n-Write (screen reader) and No Keys

Accessories - Headphones, ToggleMouse (mouse assistant), Magic V.8 (screen magnifier),
Purchasing Technology-Related Merchandise On Campus

The Bookstore & Computer Shop, located on the second floor of the Millennium Student Center, sells computer hardware and software to students, faculty and staff.

SOFTWARE
The Bookstore offers many popular software titles, including products by Adobe, Corel, Macromedia, Microsoft, at special academic pricing, which is usually 20-50% lower than standard retail pricing.

HARDWARE AND PERIPHERALS
The Bookstore sells Gateway and Apple computer products. Items can be purchased in the bookstore or can be ordered on the web.

The Bookstore is the place to purchase software for using campus dial-up service, and for purchasing Ethernet network interface cards and cables for students living on campus.

COMPUTER REFERENCE BOOKS
The Bookstore also offers many titles of computer books, including the popular "Dummies" series, software reference manuals, and books on topics from computer programming to web design.
Instructional Computing Labs

MAIN NUMBER: 516-6061
LOCATION: 103 Social Sciences Building
URL: http://www.umsl.edu/technology/instructionalcomputing
EMAIL: iclabs@jinx.umsl.edu

Don't forget! You'll need your student ID to access the labs!

There are eight open access computer labs available to students. All of the labs are staffed with student consultants who can help orient you to the hardware and software that is available.

Windows NT, Macintosh O/S, and Sun Solaris are the three supported operating systems on campus. Some of the labs have all three available, others are platform specific. Check the listing below for further information.

To use the labs, you must present your valid student ID card. Windows users can save their work on either a ZIP disk or a floppy. Macintosh users can take advantage of the IMATION superdisks as well as floppy disks.

ALWAYS save your work when using the labs. If something happens we won't be able to retrieve it for you!

Lab Locations and Operating Systems
(Winter 2002-all NT rooms will be Win2K)

Open Labs
103 SSB: Main Computer Lab (NT, Mac, UNIX)
232 Benton Hall (NT, Mac, UNIX)
316 Thomas Jefferson Library (NT, Mac, UNIX)
200 South Campus Computer Bldg. (NT, Mac, UNIX)

Other Labs
134 Honors College (NT)
409 SSB: Writing Lab (NT and Mac)
425 SSB: Math Lab (NT)
452 SSB: Social Sciences Lab (NT)
105 Music Building (Mac)
First floor of MSC: The Chat Room (NT)

Don't forget! You'll need your student ID to access the labs!

Be sure to check our website for current lab hours!
Lab Resources

SOFTWARE
There are two types of software available to you in our labs:

Lab Software includes popular versions of Windows and Macintosh software, such as Microsoft Office and Netscape. This software is directly supported by the student consultants who staff our labs.

Class Software such as Visual Basic, Maple and SPSS are used in specific coursework. Your professor will provide you with instructions on how to use this software.

Visit our website for more information on software.

PRINTING
Each lab is equipped with one or more laser printers, and yes, printing is FREE!(for now...) We ask only that you limit your printing to no more than 10 pages at a time, and always print preview before printing a web page – they can be extremely LONG.

In addition, both the Library Research Commons (TJ 316) and SSB 103 provide color printing. You’ll have to save your work and take your files to the consultant desk to have them printed, but where else can you get free color prints? They are free but, they won’t print more than one copy for you. If you need color copies of your work, you’ll need to get them elsewhere.
SCANNING
Labs in TJ Library 316, SSB 103 and South Campus Computer Building 200 are equipped with color scanners for your coursework needs.

You may also access multimedia software such as Adobe PhotoShop (for image manipulation) and Omnipage Pro in these labs. Omnipage Pro is software that uses Optical Character Recognition (OCR) so you can scan hard copy documents and convert them to text for editing.

TRAINING
During the fall and winter semesters, we offer several software Short Courses specifically designed for students, which cover basic computing topics. We offer classes in using My Gateway, Microsoft Office, UNIX and even classes in HTML. Check our website, call us, or visit the SSB 103 lab for dates and times.

Teaching assistants may also be available in the labs for particular coursework. Check with your professors for details.

To further hone your technology skills, the SSB 103 lab features a book, CD-ROM and video library, that is available for use by any student.

Short Courses are FREE!
Accessing Your Student Records

STAR
Student Terminal Access to Records (STAR) is a self-service information system that is available for you to check course availability, your personal and academic information, your grades, view and print a copy of your transcript or degree audit report, pay fees via credit card, and register for courses online.

Your Student ID# logs you in. Security in STAR is provided by the use of a PIN code. STAR and TRAIN use the SAME PIN.

TRAIN
The Touch Tone Registration and Inquiry Network (TRAIN) is a voice response system that allows you to check course availability, access your personal and academic information, your grades, view and print a copy of your class schedule, transcript or degree audit report, pay fees, and register for courses online.

Your Student ID Number logs you in. Security in TRAIN is provided by the use of a PIN code. STAR and TRAIN use the SAME PIN code!

YOUR PIN FOR STAR AND TRAIN
Your PIN was created automatically when you applied for admission to UMSL. It was set to the month and day of your birth (for example 0215 for February 15th). The first time you use STAR or TRAIN, you will be prompted to enter this number. This will be your PIN for using STAR and TRAIN. As with any passwords, we encourage you to change this PIN.
DARS

The Degree Audit Reporting System (DARS) is an automated system that tracks your academic progress and keeps you on track towards completing your degree. DARS takes all UM-St. Louis coursework, transfer courses, and courses in progress and provides you with a printed report that tells you what additional coursework is needed for completing your degree. The DARS report even calculates your overall and major GPAs! You can run a degree audit at any time during your progress, with the assistance of an academic advisor or on your own using the STAR System (see previous page).

In addition, you can run "what-if" audits that will allow you to see how your coursework could be used to meet other degree programs, minors, and certificates.

HOW CAN DARS HELP YOU?
• DARS takes the "guesswork" out of selecting courses for future enrollment.

• The report shows what requirements are completed and what courses still need to be taken.

• DARS shows where transfer work will apply toward your degree requirements.

• DARS uses the on-line student record for information, therefore the report is up-to-date.

• DARS suggests courses from which to choose.

• DARS calculates the GPA for various areas such as the major or degree hours.

HOW DO I GET A DARS REPORT?
You will receive a DARS report from your academic advisor each semester. Just make an appointment with your advisor or stop by the Advising Center in the Millennium Student Center. Or you might want to run a copy and e-mail it to yourself using STAR. This way, you’ll have time to look over it before your next advising appointment.
The Technology Support Center

The Technology Support Center (the campus “help desk”) is available to assist you in using the different systems available on campus.

If you can’t dial-up from home, have a disk problem, forget any of your account passwords or have a problem with any of the computing services in your dorm, give them a call or walk over to their office.

TECHNOLOGY SUPPORT CENTER HOURS

Monday - Thursday:
7:30 a.m. to 7:00 p.m

Fridays:
7:30 a.m. to 5:00 p.m

Sorry, no weekend hours.

If you need help after hours, just leave a voice message or send an email to helpdesk@umsl.edu. Someone will respond to your message in the next business day.

MAIN NUMBER: 516-6034
LOCATION: 211 Lucas Hall
URL: http://www.umsl.edu/technology/tsc
EMAIL: helpdesk@umsl.edu
Helpful URLs @umsl.edu:

Bookstore http://www.umslbookstore.com
Bulletin (course catalog) http://www.umsl.edu/bulletin
Career Services http://www.umsl.edu/depts/career
Cashier's Office http://www.umsl.edu/services/finance/finance.htm
Course Schedules http://www.umsl.edu/curriculum/COURSES
Campus Calendar http://www.umsl.edu/calendar
Center for Academic Development http://www.umsl.edu/services/cad/cad.html
Current, The http://www.thecurrentonline.com
Degree Audit & Course Equivalencies http://www.umsl.edu/services/dars
Dial-Up Instructions http://www.umsl.edu/technology/tsc/dialup/dialup.html
E-Mail Access - Admiral http://admiral.umsl.edu
Financial Aid http://www.umsl.edu/services/finaid
Gateway ID http://gatewayid.umsl.edu
Health Services http://www.umsl.edu/services/health
Honors College http://www.umsl.edu/divisions/honors/honors.html
Housing & Residential Life http://www.umsl.edu/services/reslife/reslife.html
Libraries http://www.umsl.edu/services/library
Recreational Sports http://www.umsl.edu/services/recsport/index.html
Registration & Records http://www.umsl.edu/~register
Senate http://www.umsl.edu/committees/senate
STAR-Online Registration http://www.umsl.edu/~register/star.htm
Student Activities http://www.umsl.edu/services/stuactv
Student Government http://www.umsl.edu/studentlife/sga/sga.html
Student Organizations http://www.umsl.edu/services/stuactv/Organizations/organ.html
Student Planner http://www.umsl.edu/services/advising/student_guide
Technology Support Center http://www.umsl.edu/technology/tsc/
University Advising Center http://www.umsl.edu/services/advising
Web Development http://www.umsl.edu/technology/weboffice/
Frequently Called Numbers

Bookstore .................................................. 314-516-5763
Career Services ......................................... 314-516-5111
Cashier's Office .......................................... 314-516-5151
Center for Academic Development ................. 314-516-5194
Computing Labs (Main Number) ..................... 314-516-6061
Current, The ............................................. 314-516-5174
Degree Audit & Course Equivalencies ............... 314-516-6815
Disability Access Services ............................. 314-516-6554
Financial Aid ............................................ 314-516-5526
Health Services .......................................... 314-516-5671
Honors College ........................................... 314-516-6870
Libraries .................................................... 314-516-5050
Registration & Records .................................. 314-516-5545
Residential Life ........................................... 314-516-6877
Student Activities ....................................... 314-516-5291
Student Government .................................... 314-516-5105
Technology Support Center ............................ 314-516-6034
University Advising Center ............................ 314-516-5300