

Account Info

All students are issued a Logon ID and password for use in the computer lab. If it is your first time in the Bashinsky Lab, you will need to register your account. Instructions are available at the HelpDesk if needed. Do not use another student's account to logon. Remember that the data relating to your print credits, email, etc. are tracked by your logon ID. You may change your password at any time. Please contact someone at the HelpDesk for assistance with changing your password.

When you are finished working, please log out of the computer. This includes short breaks to place phone calls, visiting the bathroom, etc. Keep in mind that unattended computers will logoff automatically and may result in lost work. This policy protects you against someone intentionally or unintentionally using your e-mail or other resources. The Bashinsky Center is not responsible for any items left unattended in the lab.

Please read the section concerning student accounts in the Student Account Instructions handout.

Getting Assistance

One of the most important functions of the lab is to help you become a self-sufficient and skilled computer user. Therefore, it is important that you try to solve your own problems before requesting assistance from the Technology Staff. Using the online or printed documentation and tutorials can solve most problems. Please return all reference materials to the lab assistants before leaving the lab.

If you need help, go to the HelpDesk (located in the back left-hand corner of the main lab) and ask an employee for assistance. Please report any problems with the equipment to the HelpDesk.

File Space

All students are given 100 megabytes of personal drive space on the network. This is known as your "Home Directory" or "X: Drive." You may access your Home Directory from through "File Explorer" or "My Computer." Students should not save any work to the desktop or the C: Drive. The computers are programmed to return to their original state after logout. This means that data not saved to the student's X: Drive will be lost.

We do NOT guarantee the integrity of your files, as we do NOT backup your personal data. Therefore, it is up to you to backup all your files on thumb drives, external drives, cloud storage, etc. Your Home Directory is provided for your convenience ONLY and should NOT be considered a fail-safe method for saving your files. Additionally, we do not guarantee that your files will remain from one semester to the next.

Visiting the Lab

When visiting the lab, please enter through the double doors of Bashinsky Room 7. When you are done, please exit through these same doors. If you are attending a scheduled class in one of the Bashinsky classrooms, you may enter that class through the appropriate classroom door located in the hallway.

Once your class is over, please exit the room using the same classroom door. If you still need to use the Bashinsky Center main lab, please re-enter the lab through the main entrance. We ask that you avoid using the connecting doors in the back of the classrooms, so as not to disturb other classes.

Only students who are currently enrolled in a Culverhouse College of Commerce class may use the Bashinsky Computer Center and its resources. Students not enrolled in at least one Culverhouse College of Commerce class will not be able to register an account. Keep in mind that personal **file space will be deleted** at the end of each semester for students who are not registered for at least one Culverhouse College of Commerce class for the following semester.

ACTion Card Information

If your ACTion Card is lost or stolen, you should immediately file a report with the ACTion Card Office during regular business hours at (205) 348-5454. Replacement ACTion Cards are available during regular business hours at room 104 in the Student Services Center. The cost of the replacement card is \$20. Temporary cards are available at no charge after regular business hours or holidays from the Department of Public Safety located in Gorgas Hall. Temporary cards allow you to access your card services, including debit accounts, for one week.

There is a fee to print in the lab. This fee must be paid using your ACTion card. HelpDesk employees are not able to deposit money to your ACTion card account. However, deposits *can* be made at:

The Action Card Office, located in Room 104 Student Services Center. They accept cash, checks or credit/debit cards*

By phone, call 348-2288 (8-2288 from on-campus) to deposit by credit/debit cards*

Via UA's online website at actcard.ua.edu to deposit by credit/debit cards*

At the ACTion Card Self Service Station, located in the Bashinsky Copy Center (Room 10)*

For long distance, toll free at 800 474-2288 to deposit by credit/debit cards*

Additional Information

The Bashinsky Computer Center and all associated programs are for authorized academic use only. These computer facilities should not be used for monetary gain of any kind. Software and manuals are to be treated as if they were reference materials at the library. All students are expected to observe copyright laws. Duplicating copyrighted software in the lab can result in the loss of your lab privileges.

Do not use the lab to access pornography.

Please maintain a library-like atmosphere. Group discussions should be as quiet as possible. Students should not use programs with loud sound effects. Food, beverage, and tobacco products are not allowed in the lab.

Violation of these policies can result in the loss of your lab privileges.