Goldsmiths University of London
Department of Computing

Using Lab Computers

There are four computer labs in the Department of Computing, the computers in these labs have specialist software installed for Computing students. Two are located in the Whitehead Building (rooms 300 and 316) and two are located in Hatcham House (rooms 15 and 16).

Lab Door Codes

HH 15 C7824X
WB 300 C1856Y
WB 316 C1856X

To use the computers in these labs you must have a **USERNAME** and **PASSWORD** (if you do not have these, please go to the Helpdesk on the ground floor of the Rutherford Building). Open Access computer areas are also available in the Rutherford Building, but these computers will not have the same specialist software available on them.

Logging On

The computer facilities in these labs are available only to members of the Department of Computing - registered users, who have a Goldsmiths username and password. Each time you want to use one of these computers, you must **log in**. This section explains exactly what to do.
Read this section carefully **before** you attempt to log in for the first time, so that you know exactly what you will need to do. Read parts 1, 2, 3 and 4.
If you have difficulties logging on in spite of following the instructions, then consult the part 5 "Problems". If you are still having difficulties after that, you should consult the Department of Computing Systems Support team.

1. Usernames and Passwords

Your **username** will start with two letters indicating your department (Department of Computing students' usernames usually begin with "ma") and end with your initials. It is unique to you; it is permanent and cannot be changed. The username will also serve as an address for you to receive e-mail, and can be freely divulged.

The **password** you are given is private to you, and serves to prevent others having unauthorised access to facilities which have been granted specifically to you.

You must not *under any circumstances* reveal this password to others.

Remember which is your username and which is your password - when logging on you will always have to type in your username first, then your password. For security reasons, when you type in your password, the computer will not display what you have typed but will show a row of asterisks or something similar instead.

If you make a mistake when logging in, you can try again.

Remember your password - if you forget it, you will have to apply at the Help Desk for a new one and you will be unable to use the computer facilities until it has been issued.

2. Logging Out

You ***must*** log out, once you have finished using a networked computer. If you fail to do so, anyone can come along and gain unauthorised access to the system, and to your files, e-mail, etc. Since you will be held responsible for any misuse of facilities occurring under your username, logging out should be regarded as an essential end to your session at the computer.

Please do not use the **Shut Down** option - this switches the computer off and prevents necessary maintenance taking place. If you find that the computer will not let you log out, please report this to IT Support staff - do not just abandon the computer, as this makes your files vulnerable and means no one else can log in.

3. PC/Windows

3.1 Logging In

To access the computing facilities of the Department of Computing you must first login to the system. On a PC which is not being used, you will see a floating screen saver — move the mouse to bring up the "Welcome to Windows" box. If you see the normal Windows desktop, it will mean that the previous user hasn't logged out and you **must** log them out as described in part 3.3 below before using the computer yourself.

1. When you have got the "Welcome to Windows" box on screen, hold down the <**Ctrl**>, <**Alt**> and <**Delete**> keys at the same time. If you don't know where these are, clicking on the word **Help** to see the location of these keys.

2. A dialog box will appear saying **'Development work in progress, please take** care'. Press the **<Enter>** key (also called the **<Return>** key) or click on the **OK** button with the mouse.

3. The **Log On to Windows** dialog will appear.

4. In the **User name** field type your *username*.

5. Move the cursor to the **Password** field, either by pressing the **<Tab>** key (the <Tab> key is to the left of the letter 'Q' and above the <**Caps Lock**> key), or by clicking in the field with the mouse.

6. Type your *password* in the **Password** field. For security reasons your password is not shown on the screen as you type it in, so you will need to type carefully.

7. Do *not* change the **Domain** field. **NOTE:** Ensure that the domain selected is **GOLDNET** and not the local machine name (if you cannot see the domain field click on the **'options'** button).

8. Press the **<Enter>** key or click on the **OK** button with the mouse.

9. If you have made a mistake in typing in your username or password you will see a box on screen with a message starting *The system could not log you on*. Click on the **OK** button and the **Logon to Windows** dialog box will reappear for you to try again.

10. If you get an error message **'GOLDNET not available'** try restarting the computer. If the problem persists please inform departmental IT support.

11. Once you have entered your username and password correctly, the machine will run login scripts after which you will be presented with the Windows desktop.

3.2 Logging Out

It is important to log out in order to close your account and prepare the machine for the next user to log in. This will also prevent anyone else from using your account.

If you don't log out, the next user will be able to access your personal file area.
To log out:

1. Make sure you have saved all your work on to a network drive or some kind of removable media and have closed all the applications you were using.

2. From the **Start menu** (the button at the bottom left of the screen), select **Shut Down**, then select **"Log off <username>"** from the drop down menu and press "OK", or

3. From the **Start menu**, select **Log Off <username>...** your own username will appear after the words 'Log Off'. The **Log Off Windows** dialog box will appear with the message "Are you sure you want to log off?" - click on the **Log Off** button.

3.3 If the previous user has not logged out

If the previous user has not logged out, **you must not attempt to use the machine** without logging out that user. It is contrary to IT Services Regulations for you to use a computer at which another user is logged in.

1. Quit all open applications until you are at the desktop. You should not attempt to save any open files.

2. Log the previous user out by following the instruction in sections 4.2.

In case of difficulty, consult the IT Support staff.

4. Macs

4.1 Logging In

1. The **Log On to Windows** dialog will appear.

2. In the **User name** field type your *username*.

3. Move the cursor to the **Password** field, either by pressing the **<Tab>** key (the <Tab> key is to the left of the letter 'Q' and above the <**Caps Lock**> key), or by clicking in the field with the mouse.

4. Type your *password* in the **Password** field. For security reasons your password is not shown on the screen as you type it in, so you will need to type carefully.

4.2 Logging Out

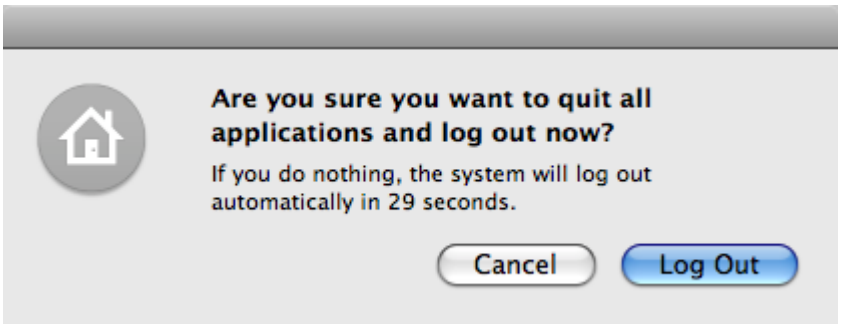
It is important to log out in order to close your account and prepare the machine for the next user to log in. This will also prevent anyone else from using your account.
If you don't log out, the next user will be able to access your personal file area.
To log out:

1. Make sure you have saved all your work on to a network drive or some kind of removable media and have closed all the applications you were using.
2. There are several ways to log out of a Mac. You can simply perform a shutdown or perform any of the following:

Use the Apple Menu

- Click the Apple Icon on the Apple Menu, then click Logout

A box will appear asking you to confirm your choice to log out and begins a two minute countdown. To confirm either click Log Out or press the Return (Enter) key.



Use the Keyboard

- Simultaneously press the Shift-Command-Q keys.

A similar dialog box as shown above will appear.

Logging into/out of Windows on a Mac.

To boot a Mac into Windows hold down the option (alt) key whilst the machine is booting and then use the mouse to select the Windows partition. Then follow the instructions for logging into/out of a PC in section 3 above.

5.Problems

The most common source of problems in logging on is typing errors: you must type your username and password **exactly** as they are written.

There are three main points to note:

• Usernames and passwords are case sensitive - *S* and *s* are treated as different letters, for example.

• All usernames, as well as the initial password issued with your username, consist only of lower-case letters and numerals.

• It is important to distinguish between letters and numerals: *O* and *0*, *l* and *1*.

• Most student usernames consist of: two letters + three digits + the user's initials, e.g. *ma701jks* (research postgraduates have *p* instead of the first digit).

Most remaining problems are the result of:

• Accidentally pressing the Caps Lock key. Make sure the Caps Lock light is off — press the Caps Lock key *once* if it is on.

• Being unsure which is the username and which is the password.

Listing local and network drives via 'My Computer' or 'Windows Explorer'

When you click on the **'My Computer'** icon you will find a list of all local and networked drives. **NOTE:** Local drives are wiped regularly so you should always save your work onto one of your home drives. You are advised to save work onto the G drive ('Homes on Dept of Computing') but you can also save to your N drive ('homes on Aries').

The H drive ('public on Aries') is a public access area that can be used for temporary storage, however, files on this drive are deleted daily so be sure to save your work elsewhere.

On Mac OS X network drives will appear as icons on your desktop.

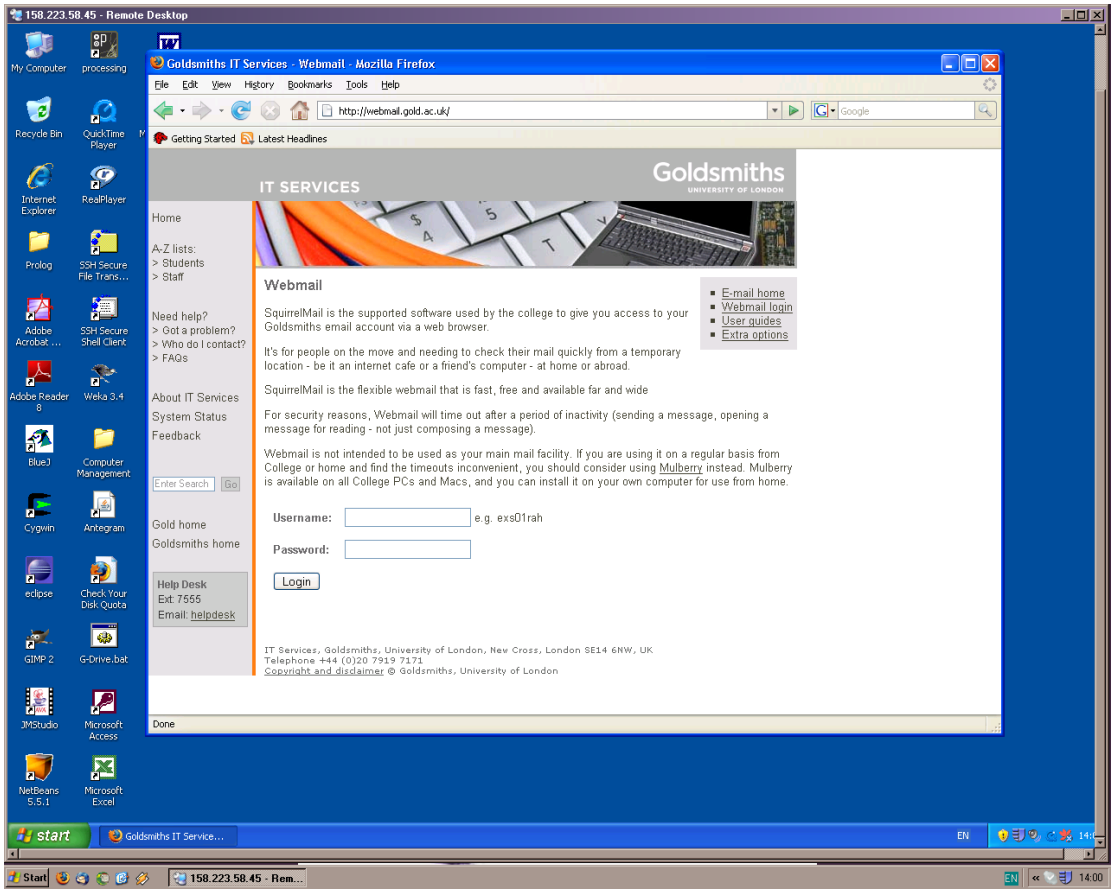
Accessing email via webmail

College provides web-based facilities to give access to your College e-mail account from computers on campus, home or anywhere else that offers access to the Internet. The College's main webmail service is a program called SquirrelMail which is very straightforward to use for sending and reading messages, and also offers some basic e-mail management options to help simplify dealing with your mail.

For instructions on how to use College webmail please consult the IT Services guide **"Getting Started with Webmail"**.

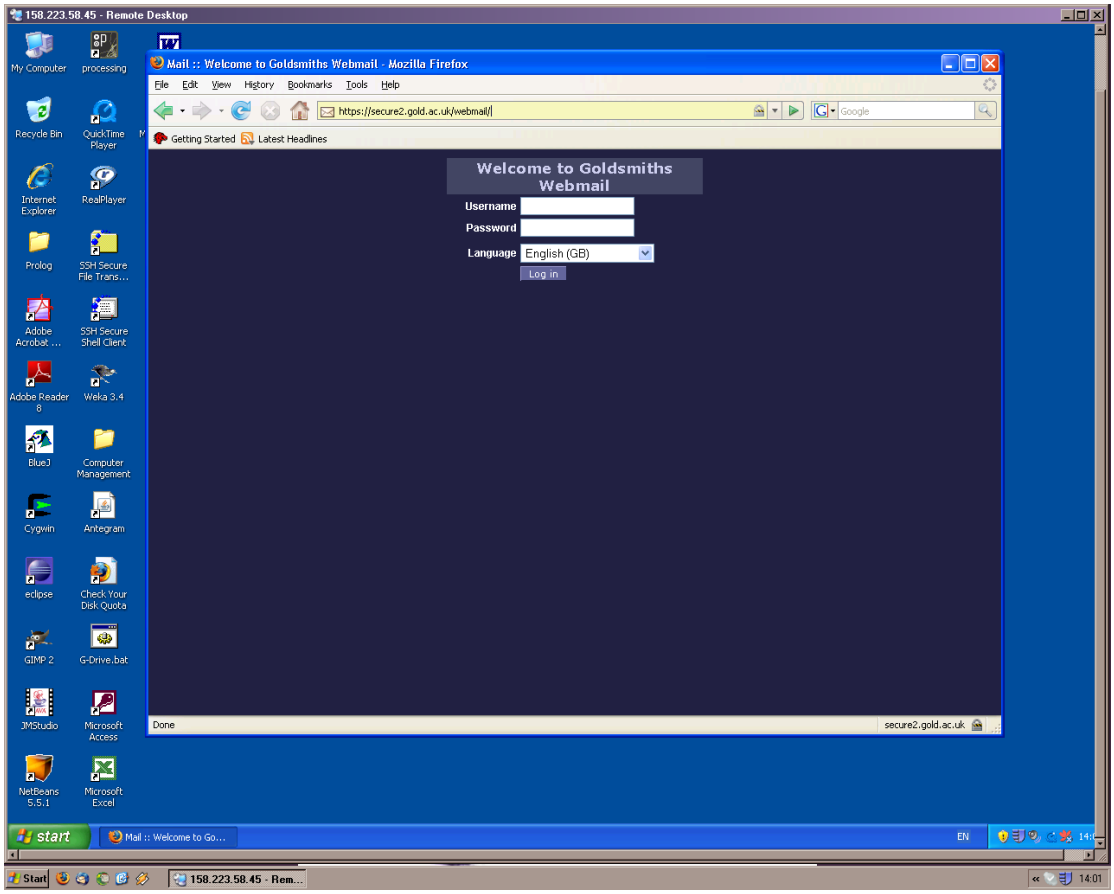
http://www.goldsmiths.ac.uk/it/guides/email.php#webmail

SquirrelMail



IMP

An alternative webmail client.

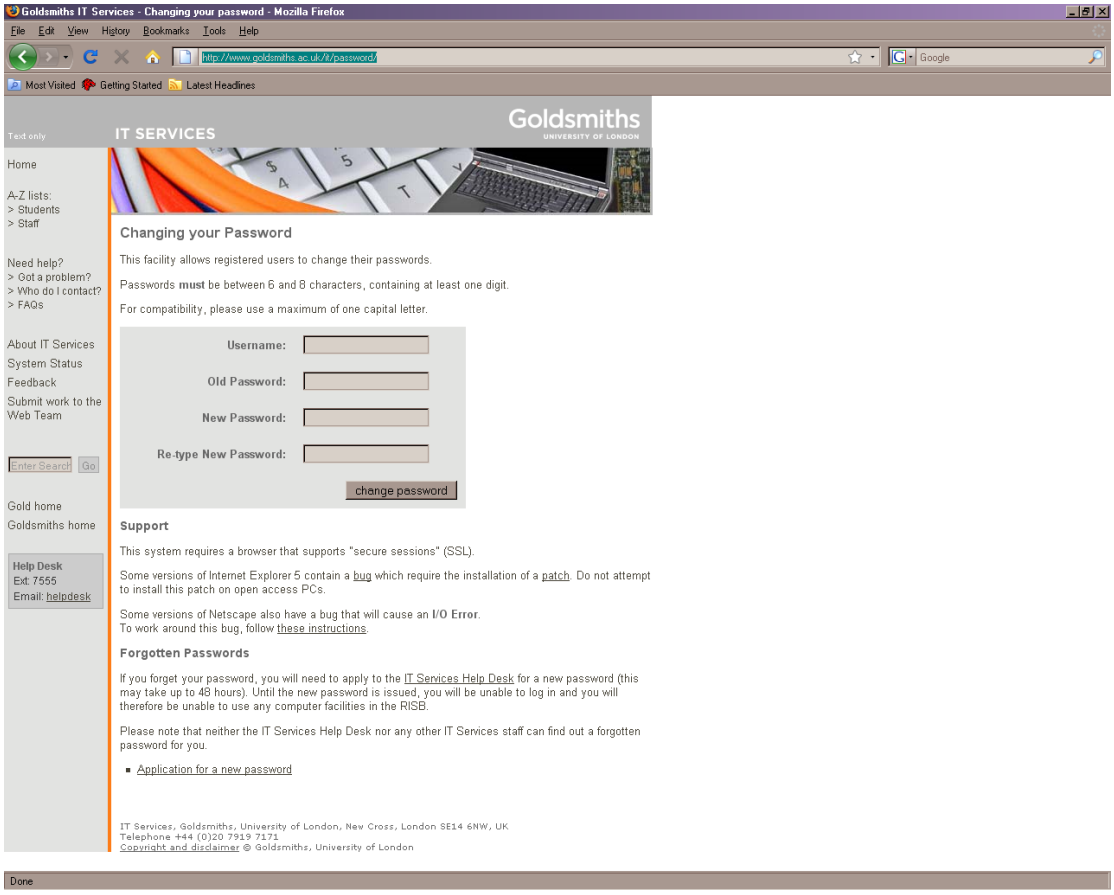


Changing your password

You can change you password online by visiting

http://www.goldsmiths.ac.uk/it/password/

Don't attempt to change your Goldsmiths password by any other means (e.g. on the Departmental server or through Windows).



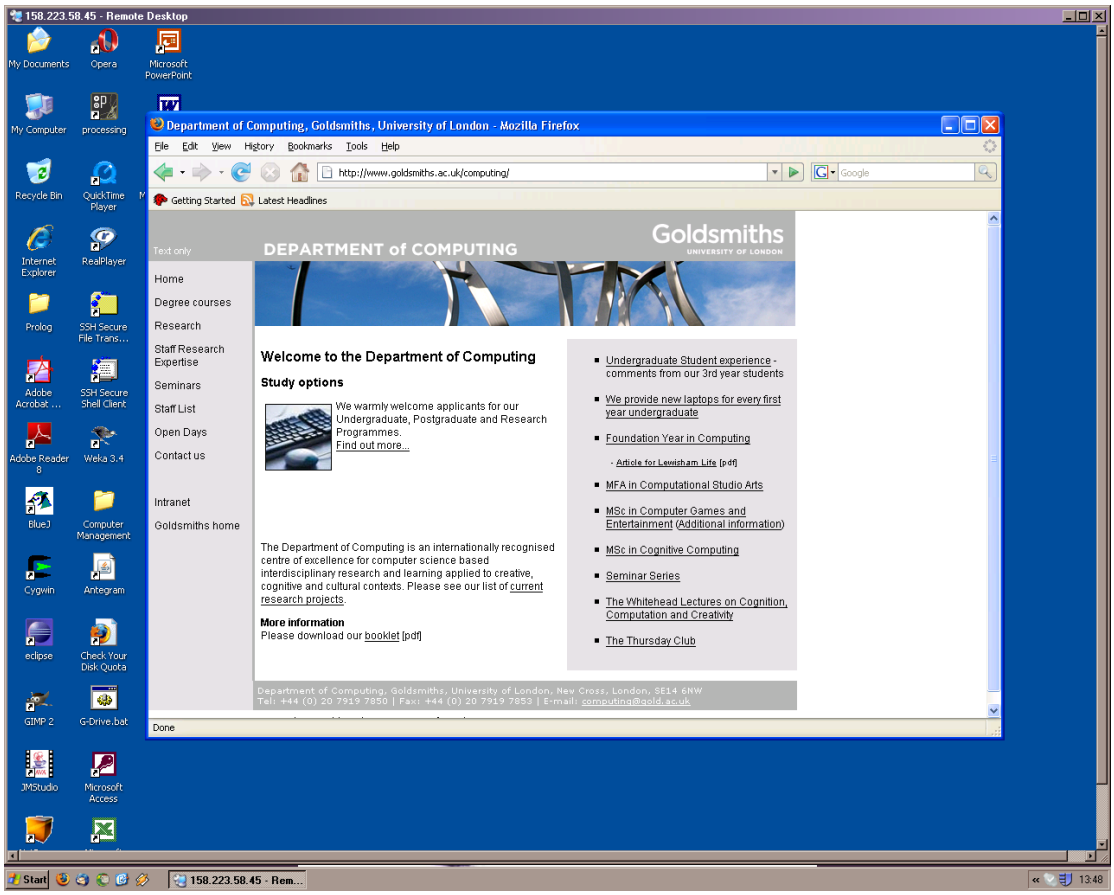
IT Services Guides

IT Services have a number of useful guides available at the following URL

http://www.goldsmiths.ac.uk/it/guides/

Department of Computing Home Page

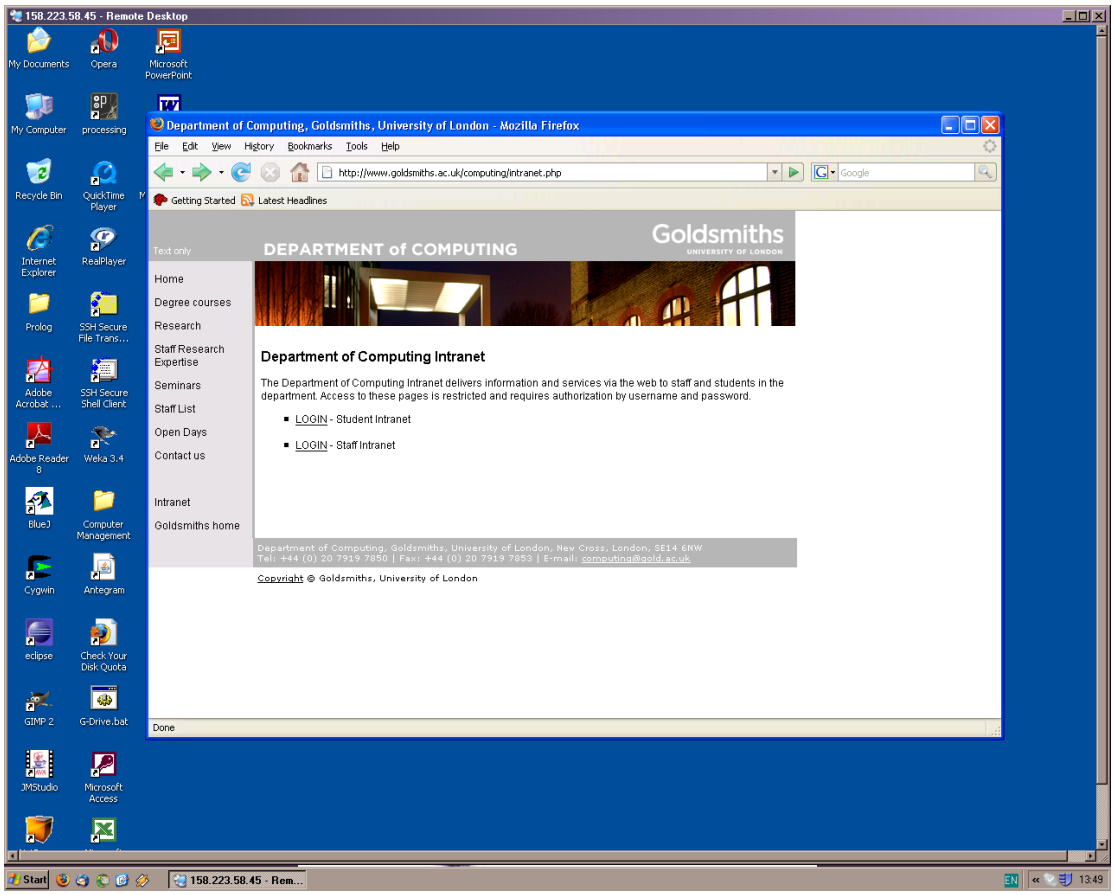
An important website to acquaint yourself with is the Department of Computing home page http://www.goldsmiths.ac.uk/computing/



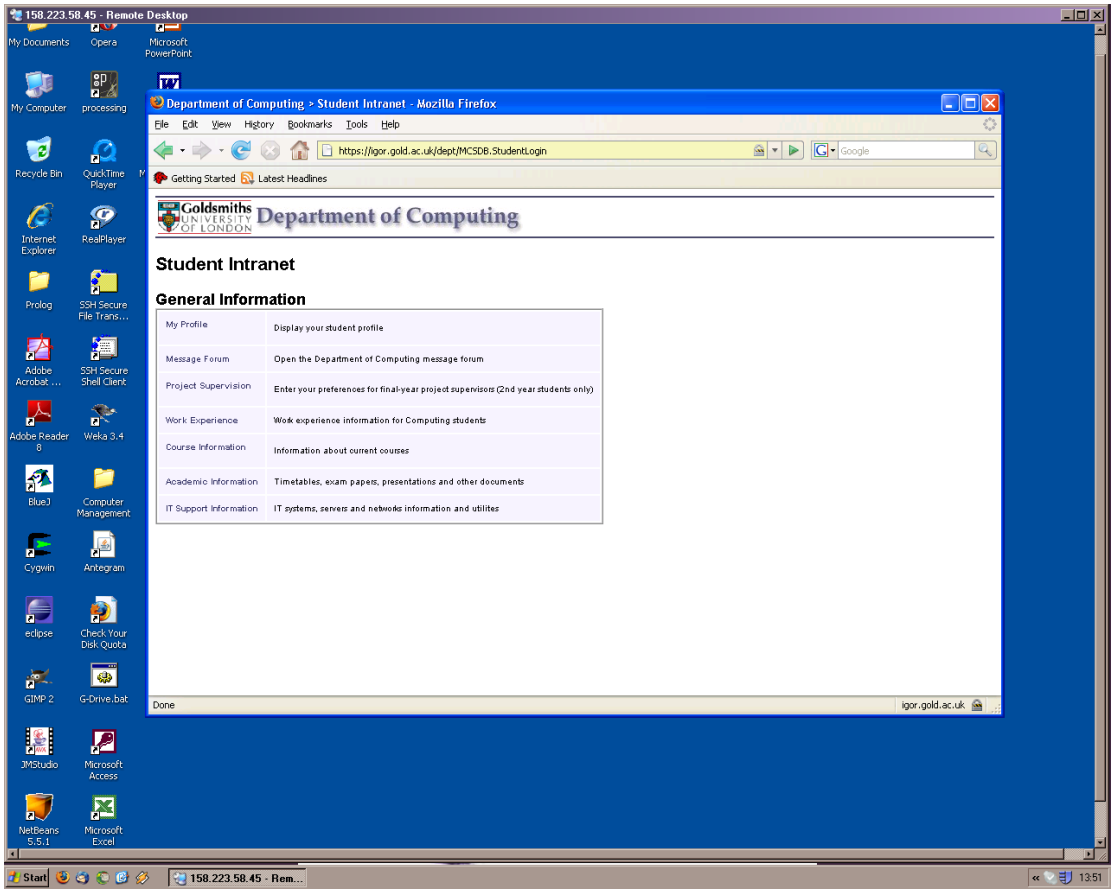
Here you can find contact details for all Department of Computing staff, as well as access to the Department of Computing **Intranet**.

Department of Computing Intranet

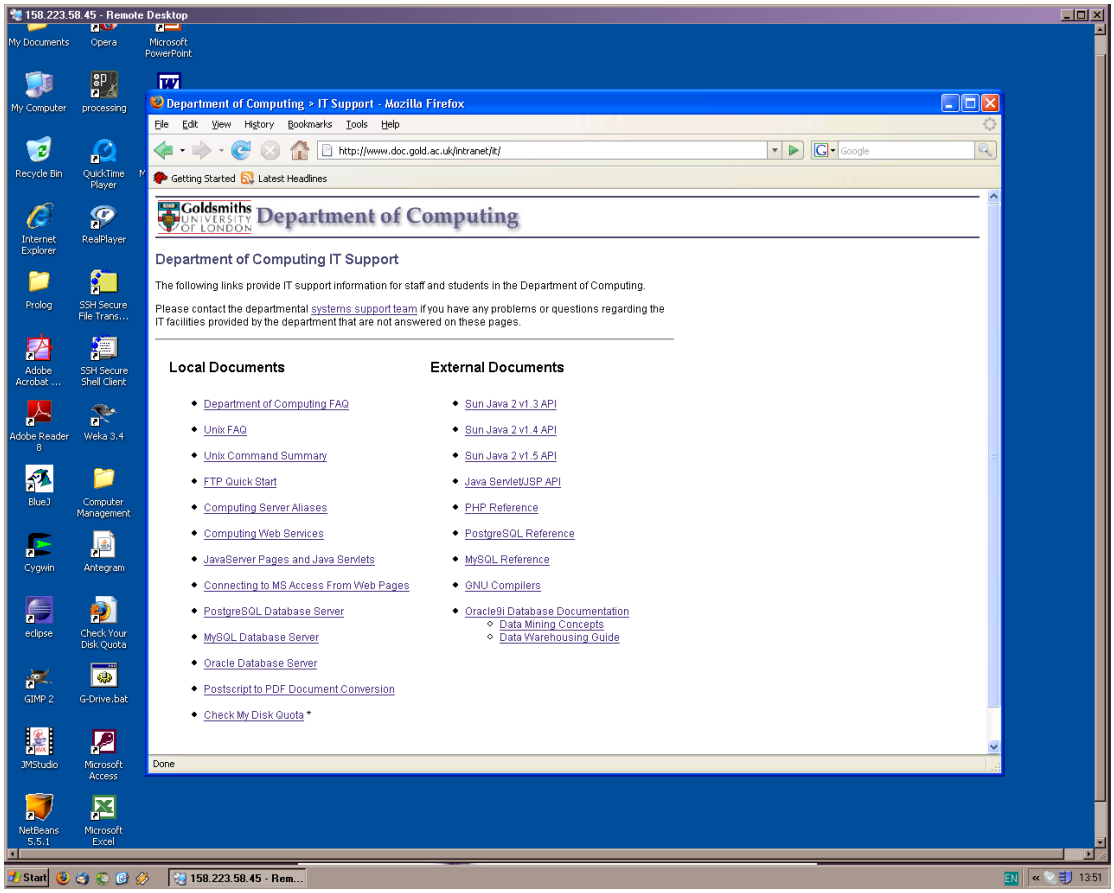
http://www.goldsmiths.ac.uk/computing/intranet.php



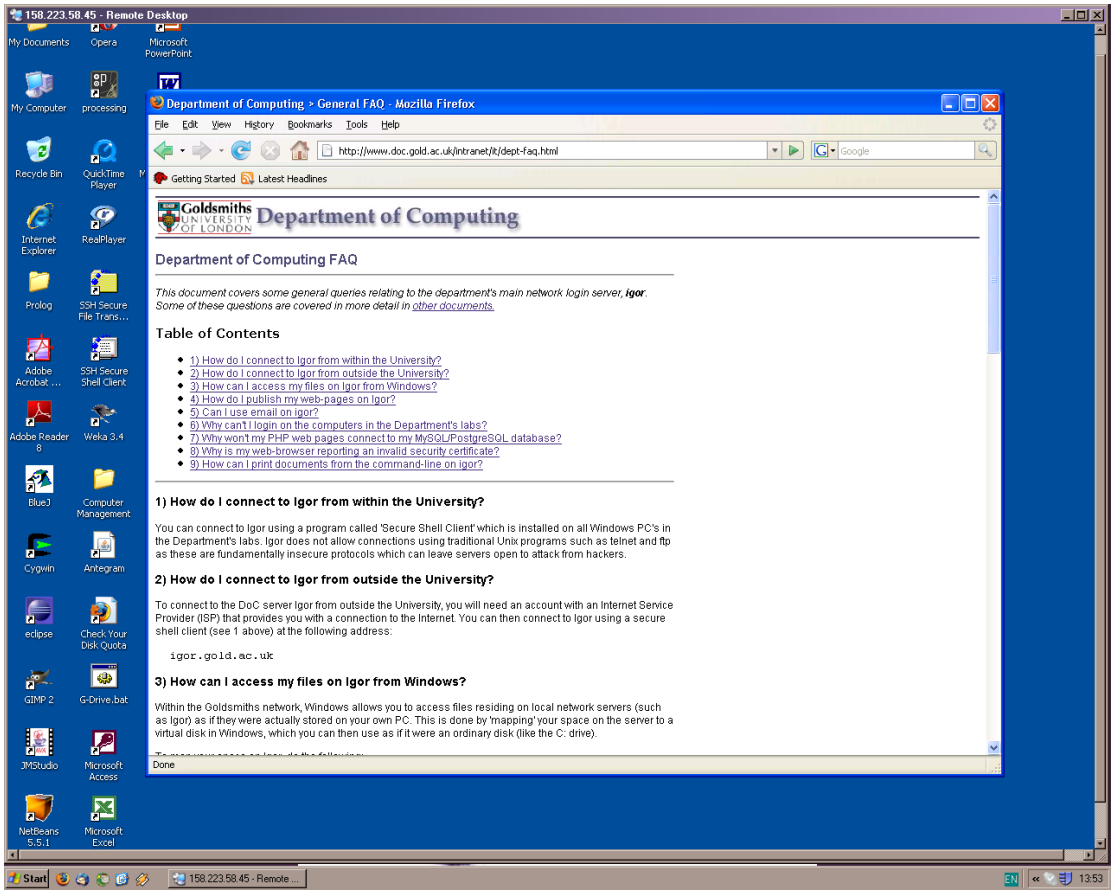
To access the intranet click on **"Login"** Student intranet and enter your username and password. Here you can view your student profile, coursework and exam marks, timetable information and the Department of Computing's IT support page



IT Support Information - http://www.doc.gold.ac.uk/intranet/it/



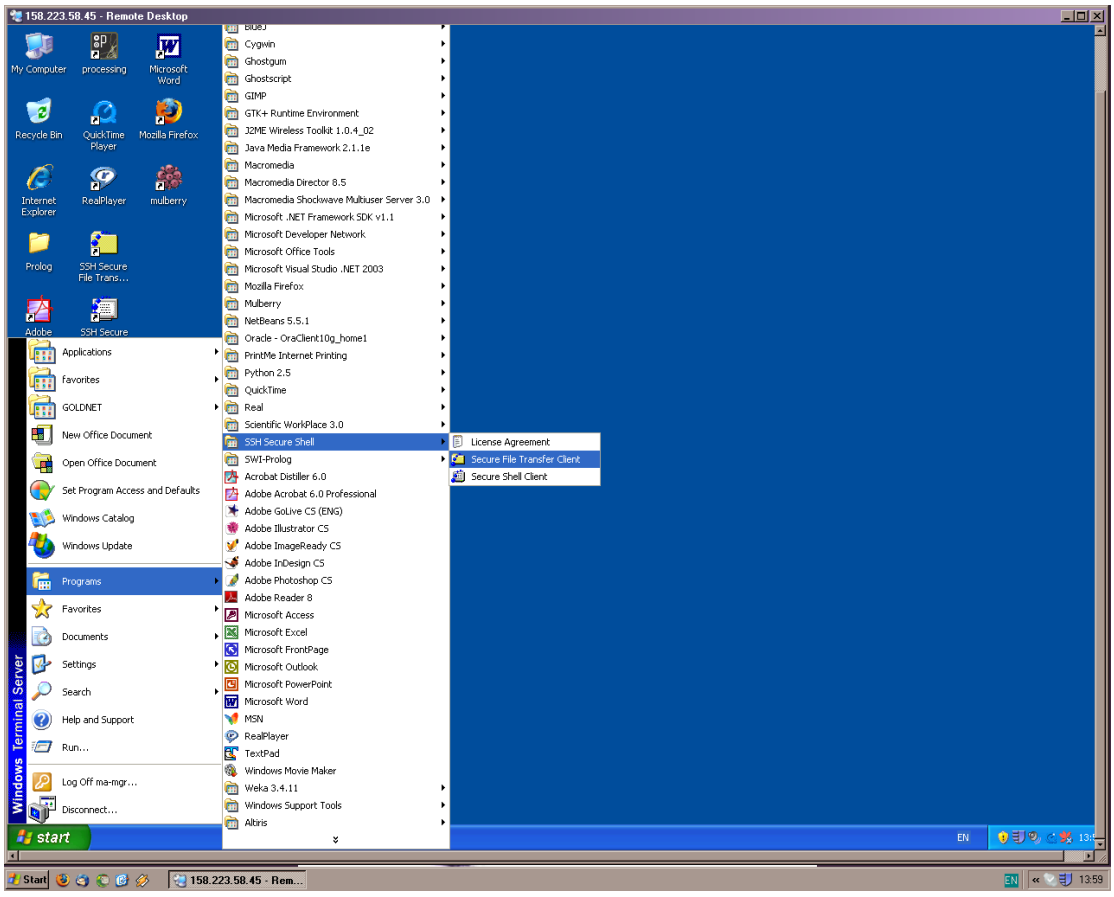
Department of Computing FAQ

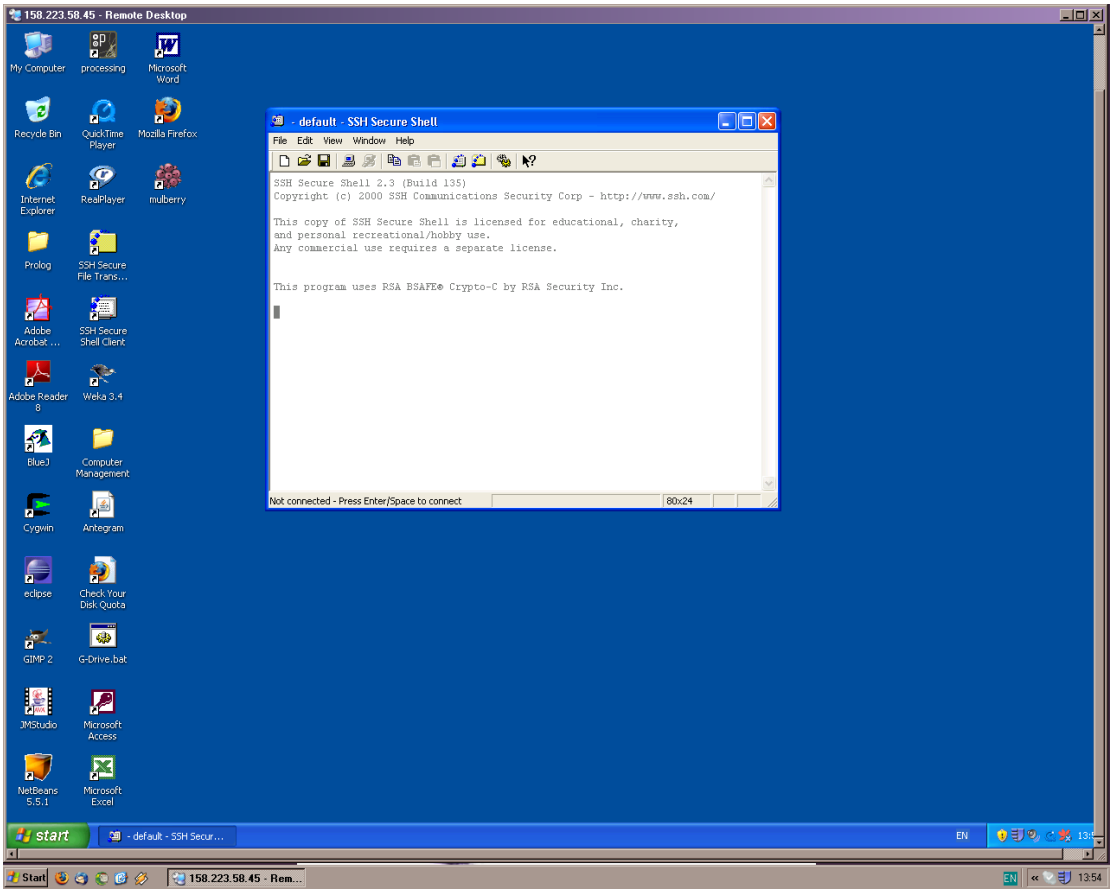


SSH Secure Shell Client

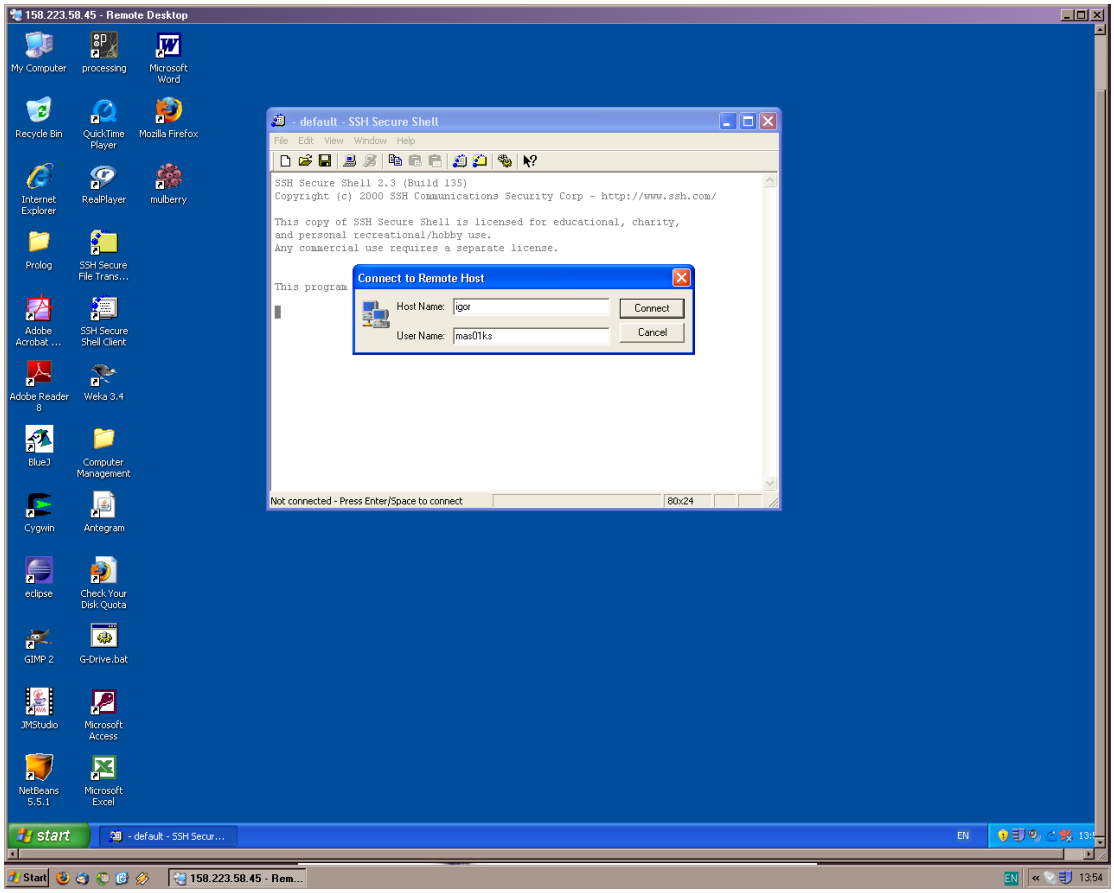
SSH can be used to access the Departmental server (Igor) on campus or remotely (free SSH clients are available on the Internet).

- Go to **Start Menu>Programs>SSH Secure Shell**
- Select **Secure Shell Client**



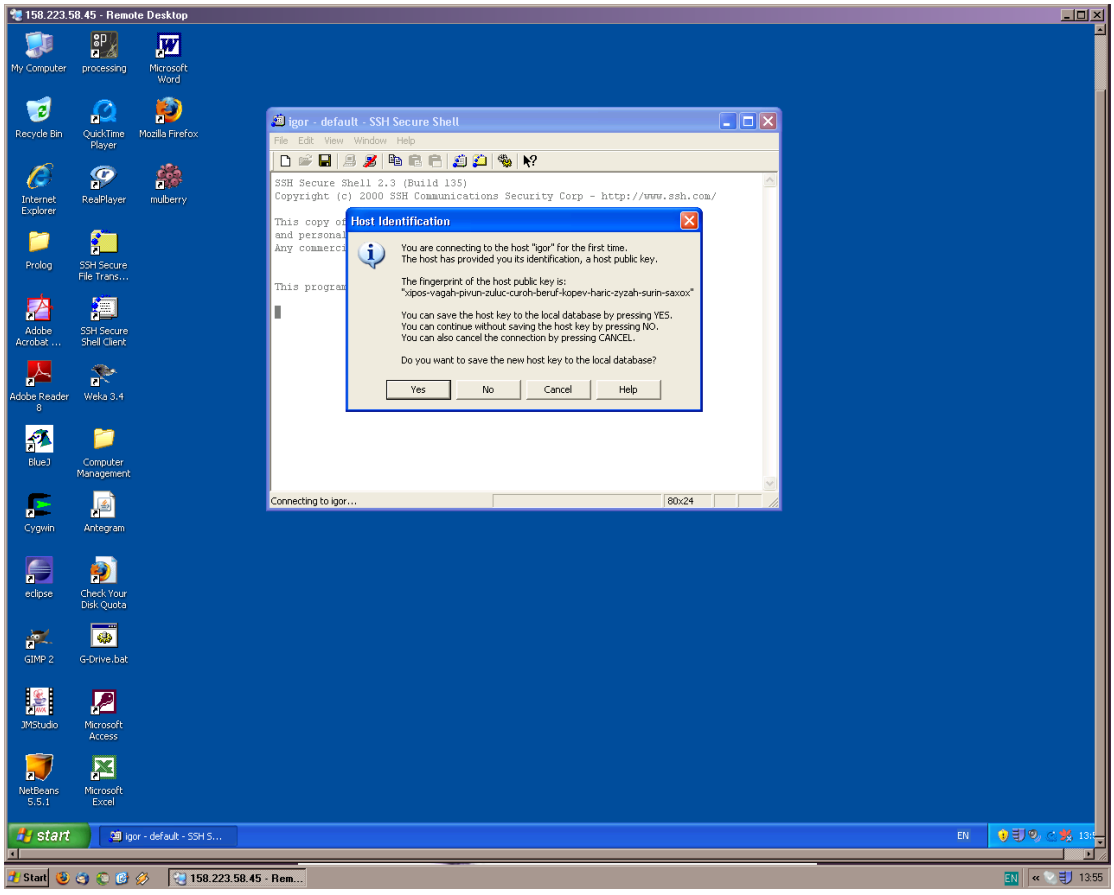


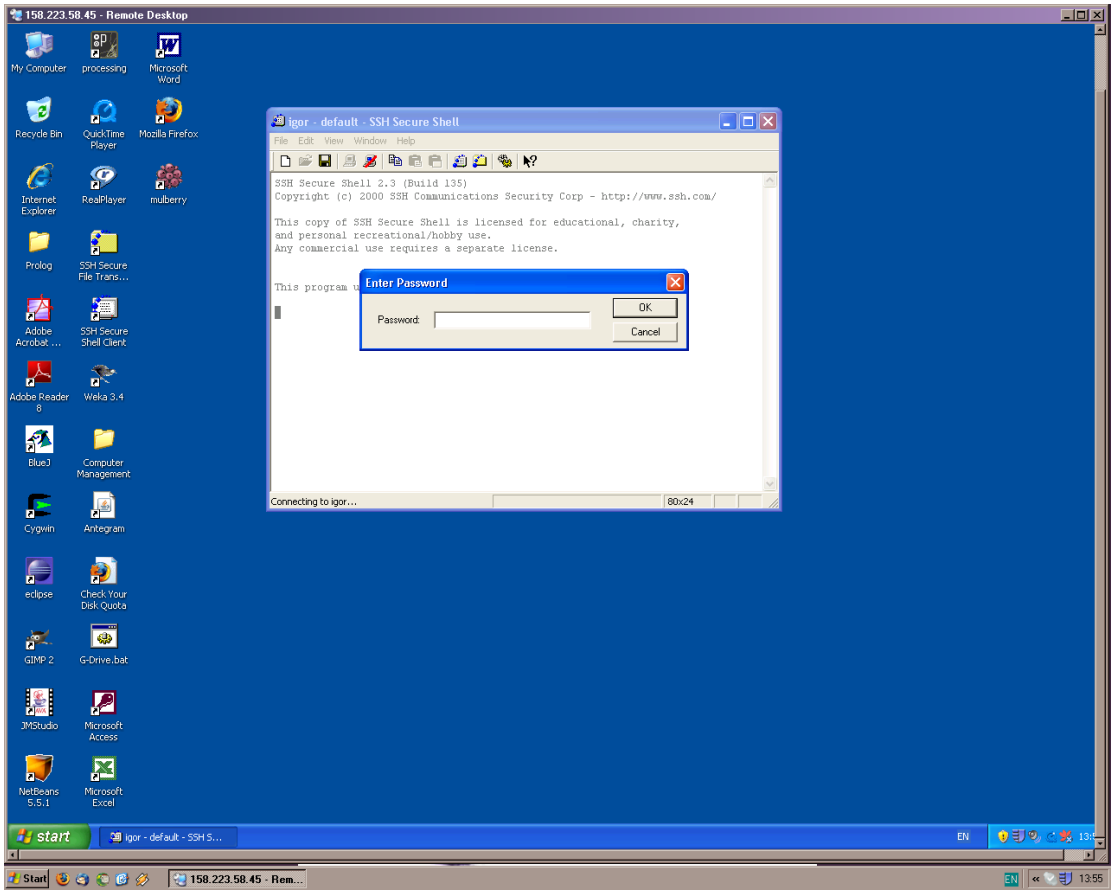
- Press **Enter** to pop-up the login dialog box.
- Enter **Host Name** (igor) and your username.



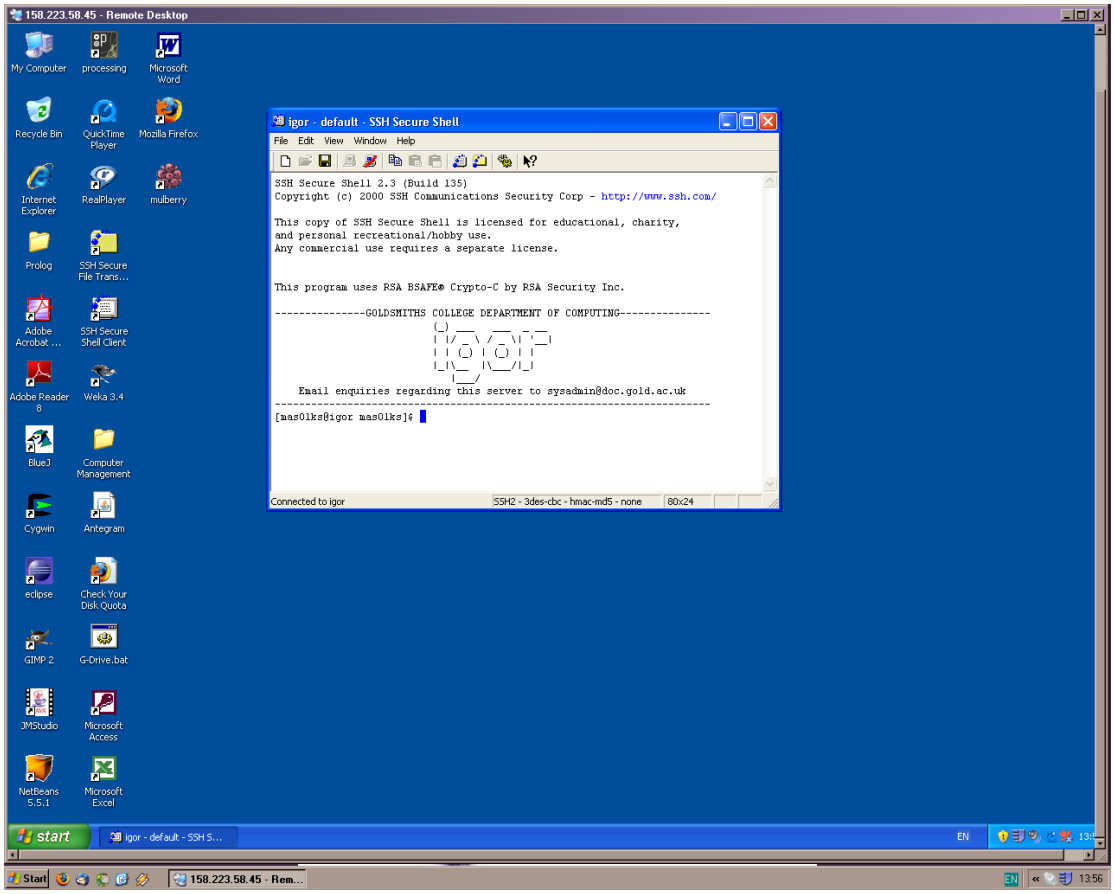
• Press **Connect** (if a “Host Identification” window appears please press “Yes” to accept server key).

• Enter your password.

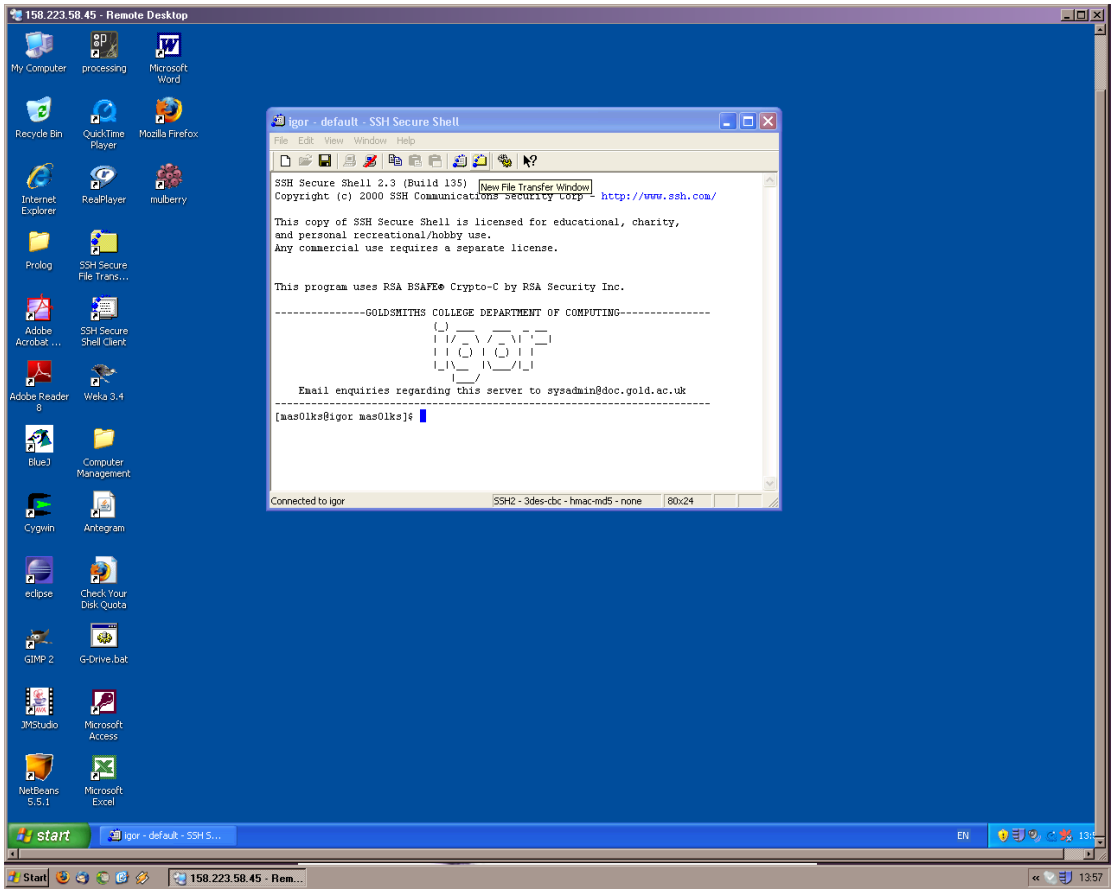

158.223.58.45 - Remote Desktop
igor - default - SSH Secure Shell
SSH Secure Shell 2.3 (Build 135)
Copyright (c) 2000 SSH Communications Security Corp - http://www.ssh.com/
Host Identification
You are connecting to the host "igor" for the first time.
The host has provided you its identification, a host public key.
The fingerprint of the host public key is:
"xipos-vagah-pivun-zuluc-curoh-beruf-kopev-haric-zyzah-surin-saxox"
You can save the host key to the local database by pressing YES.
You can continue without saving the host key by pressing NO.
You can also cancel the connection by pressing CANCEL.
Do you want to save the new host key to the local database?
Yes
No
Cancel
Help
Connecting to igor...
80x24


158.223.58.45 - Remote Desktop
igor - default - SSH Secure Shell
SSH Secure Shell 2.3 (Build 135)
Copyright (c) 2000 SSH Communications Security Corp - http://www.ssh.com/
This copy of SSH Secure Shell is licensed for educational, charity,
and personal recreational/hobby use.
Any commercial use requires a separate license.
Enter Password
Password:
OK
Cancel
Connecting to igor...
80x24

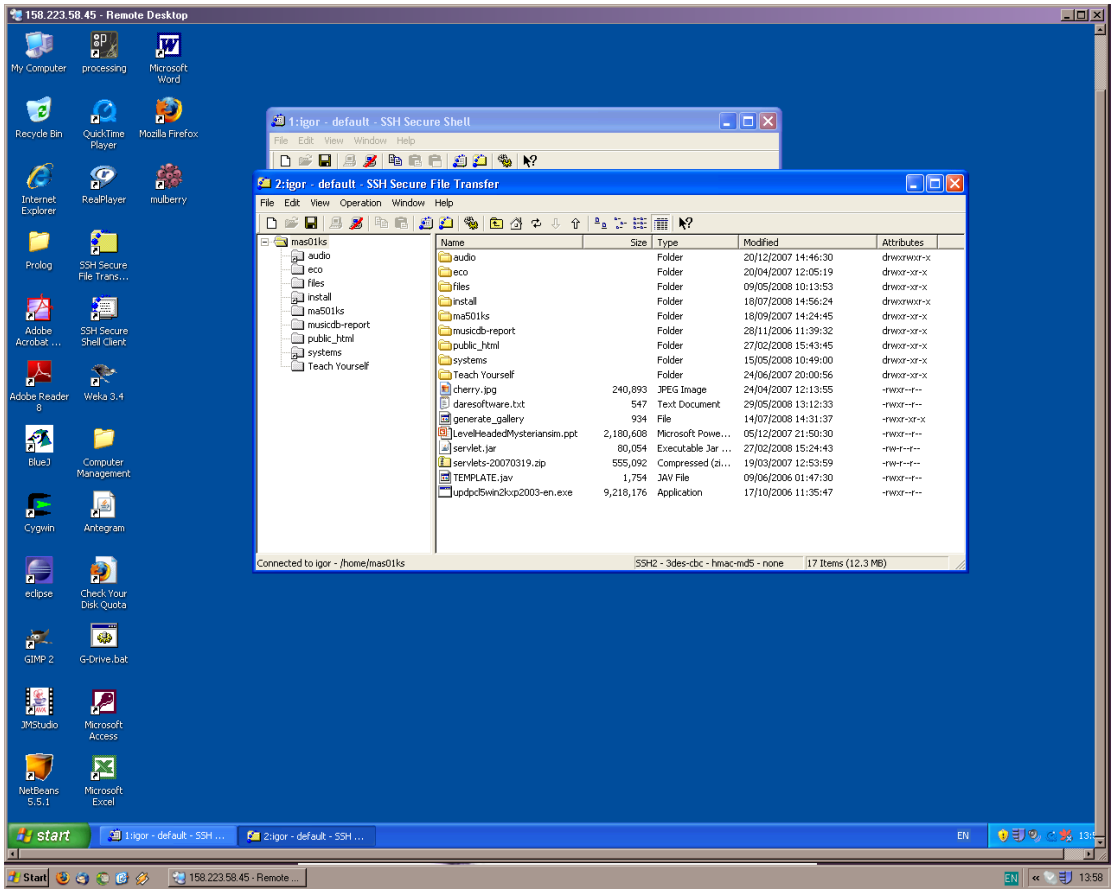
• Now you have a terminal shell.



• SSH also has an FTP client (which is used for copying files to/from the server). You can access this directly via **Start Menu>Programs>SSH Secure Shell>Secure File Transfer Client**. You can also access this clicking on **"New File Transfer Window"** at the top of the terminal window.



• A new file transfer window will be launched. With this you can browse the contents of your server space in a similar way to Windows Explorer.


158.223.58.45 - Remote Desktop
1:igor - default - SSH Secure Shell
2:igor - default - SSH Secure File Transfer
File Edit View Operation Window Help
mas01ks
audio
eco
files
install
ma501ks
musicdb-report
public_html
systems
Teach Yourself
Name Size Type Modified Attributes
audio Folder 20/12/2007 14:46:30 drwxrwxr-x
eco Folder 20/04/2007 12:05:19 drwxr-xr-x
files Folder 09/05/2008 10:13:53 drwxr-xr-x
install Folder 18/07/2008 14:56:24 drwxrwxr-x
ma501ks Folder 18/09/2007 14:24:45 drwxr-xr-x
musicdb-report Folder 28/11/2006 11:39:32 drwxr-xr-x
public_html Folder 27/02/2008 15:43:45 drwxr-xr-x
systems Folder 15/05/2008 10:49:00 drwxr-xr-x
Teach Yourself Folder 24/06/2007 20:00:56 drwxr-xr-x
cherry.jpg 240,893 JPEG Image 24/04/2007 12:13:55 -rwxr--r--
daresoftware.txt 547 Text Document 29/05/2008 13:12:33 -rwxr--r--
generate_gallery 934 File 14/07/2008 14:31:37 -rwxr-xr-x
LevelHeadedMysteriansim.ppt 2,180,608 Microsoft Powe... 05/12/2007 21:50:30 -rwxr--r--
servlet.jar 80,054 Executable Jar ... 27/02/2008 15:24:43 -rw-r--r--
servlets-20070319.zip 555,092 Compressed (zi... 19/03/2007 12:53:59 -rw-r--r--
TEMPLATE.jav 1,754 JAV File 09/06/2006 01:47:30 -rwxr--r--
updpcl5win2kxp2003-en.exe 9,218,176 Application 17/10/2006 11:35:47 -rwxr--r--
Connected to igor - /home/mas01ks
SSH2 - 3des-cbc - hmac-md5 - none
17 Items (12.3 MB)
My Computer
processing
Microsoft Word
Recycle Bin
QuickTime Player
Mozilla Firefox
Internet Explorer
RealPlayer
mulberry
Prolog
SSH Secure File Trans...
Adobe Acrobat ...
SSH Secure Shell Client
Adobe Reader 8
Weka 3.4
BlueJ
Computer Management
Cygwin
Antegram
eclipse
Check Your Disk Quota
GIMP 2
G-Drive.bat
JMStudio
Microsoft Access
NetBeans 5.5.1
Microsoft Excel
start
1:igor - default - SSH ...
2:igor - default - SSH ...
EN
Start
158.223.58.45 - Remote ...
13:58

Useful URLs

Department of Computing
http://www.goldsmiths.ac.uk/computing/

Department of Computing Intranet
http://www.goldsmiths.ac.uk/computing/intranet.php

IT Services
http://www.goldsmiths.ac.uk/it/

Goldsmiths Policies and Regulations
http://www.goldsmiths.ac.uk/it/guides/regulations.php

IT Guides
http://www.goldsmiths.ac.uk/it/guides/

Help Desk
http://www.goldsmiths.ac.uk/it/help-desk/

Webmail
http://webmail.gold.ac.uk/
https://secure2.gold.ac.uk/webmail/

Useful Emails

Department of Computing Systems Support
systems@doc.gold.ac.uk

Email addresses for Department of Computing staff can be found here:
http://www.goldsmiths.ac.uk/computing/staff.php