

# FORESTRY COMPUTING POLICY, SERVICES, and FACILITIES

Welcome to the College of Forestry Network ~ Some basic tips and information to assist users

## **Computing Policy**

Forestry computing policies are at: <http://wwwdata.forestry.oregonstate.edu/helpdesk/policies/>

- **POLICY REMINDERS:** [wwwdata.forestry.oregonstate.edu/helpdesk/policies/accept\\_use/](http://wwwdata.forestry.oregonstate.edu/helpdesk/policies/accept_use/)  
The most common points of conflict with the policy involve:
  - Using College and University mailing lists to broadcast announcements – Most announcements should go on the CoF Internal web page to help minimize e-mail traffic..
  - Storing and using non-work-related media files on the network.
  - Storing files in public disk spaces that could be considered obscene, offensive, or threatening.
  - Viewing potentially obscene, offensive, or threatening files or Web pages in public spaces where your computing screen may be viewed by other people.
  - Storing and using peer-to-peer file sharing programs.
- **SHARING ACCOUNTS** or passwords is not permitted. No exceptions! If you need to share information and data with others, please visit the Helpdesk (PVY 222, 737-2152) and we will help you set up the proper methods to do this.
- **INACTIVE ACCOUNTS** are accounts that have not been used for more than three months. They may be disabled unless prior arrangements have been made. If you know you will be gone for more than three months, it is your responsibility to contact the helpdesk and the person responsible for your network bill (usually the person who authorized your account), so we can make the proper arrangements.

## **User Accounts**

- **FORESTRY USER ACCOUNTS**
  - Forestry Graduate Students, Faculty, Staff and Partners are eligible for accounts.
  - New users must complete the form found at:  
[wwwdata.forestry.oregonstate.edu/helpdesk/services/forms/open\\_account.pdf](http://wwwdata.forestry.oregonstate.edu/helpdesk/services/forms/open_account.pdf).
- **FORESTRY E-MAIL ACCOUNT** is provided with each Forestry user account.
  - On the network, Microsoft Outlook is our supported e-mail client.
  - Web access to e-mail is available at [exmail.oregonstate.edu/exchange](http://exmail.oregonstate.edu/exchange).
- **UNIX ACCOUNTS AND NETWORK**
  - If you have questions regarding the UNIX network, contact Terralyn Vandetta at 737-8428.
- **ONID USER ACCOUNTS:** To set up an account, go to [onid.oregonstate.edu](http://onid.oregonstate.edu).
  - An ONID user account is available to all Forestry grad students, faculty, and staff. The account is supplied by the university and provides access to additional computing services from the university.
  - OSU\_Secure wireless network access, Blackboard, and VPN remote access are examples of other services that require an ONID account.

## Services

- **FORESTRY DISK SPACE** is provided to Forestry users in different ways:
  - Users on the network are mapped to a home drive (N:\). 11 GB is provided and more space is available as an extended service.
  - Course disk space is available to forestry instructors. Courses use folders in T:\Teach\Classes\.Instructors can also request a class folder for a course web page at [www.cof.orst.edu/cof/teach/](http://www.cof.orst.edu/cof/teach/).

**Instructors should note that students with ONID accounts can access T:\Teach\Temp as a shared student workspace, but they cannot access T:\Commons\.**

  - Groups and projects can share disk space for multiple users. 20 GB is provided for each group space and more space is available as an extended service.
  - Common storage is available to Forestry users at T:\Commons. This space is for **temporary** network storage or file transfers. All files in this area will be removed after each academic term. Please delete your folders and files from this area when they are no longer needed in order to conserve network disk space.
- **FORESTRY PRINTING** is provided to users with a Forestry user account.
  - LaserJet printers are located in PVY 222, RH 215, RH 249, RH 321F, FSL 217, and FSL 267.
  - Color LaserJet printers are located in PVY 222, RH 321F, and FSL 217.
    - As part of paid user fees, all users receive an annual \$35 color printing credit on July 1.
    - Color printing is 15¢ per page against your credit (or your Forestry index once you expend your credit).
    - \\alnus\helpdesk\_color is the initial print queue to use. The helpdesk can assist you if you want to add funds to pay for more color printing.
  - **For more details, please see the printing policies at:**  
[wwwdata.forestry.oregonstate.edu/helpdesk/policies/standards/forestryprinting.html](http://wwwdata.forestry.oregonstate.edu/helpdesk/policies/standards/forestryprinting.html)
  - A color plotter is available in RH 201N as an extended service. Pricing for this extended service is very reasonable and details about the service can be viewed at [wwwdata.forestry.oregonstate.edu/helpdesk/kb/article.php?id=43](http://wwwdata.forestry.oregonstate.edu/helpdesk/kb/article.php?id=43).
  - Instructions on connecting to any forestry network printer can be found at: [wwwdata.forestry.oregonstate.edu/helpdesk/kb/article.php?id=21](http://wwwdata.forestry.oregonstate.edu/helpdesk/kb/article.php?id=21).
- **REMOTE FILE ACCESS** is available to your N: and T: drives from a remote computer. See instructions at [wwwdata.forestry.oregonstate.edu/helpdesk/kb/article.php?id=2](http://wwwdata.forestry.oregonstate.edu/helpdesk/kb/article.php?id=2).
- **COMPUTING WORKSHOPS** are offered at no additional cost to users with Forestry user accounts. Popular topics include Excel, Access, HTML, and much more. For more details about the workshops, see [wwwdata.forestry.oregonstate.edu/helpdesk/training/](http://wwwdata.forestry.oregonstate.edu/helpdesk/training/).
- **EQUIPMENT CHECKOUT** is available to users with a Forestry user account (except users with restricted accounts). **The equipment is available for classroom, workshop, or conference presentation ONLY!** Available equipment includes laptops, projectors, and laser pointers.
- **VIRTUAL COMPUTING LAB** is offered to users with ONID accounts by Student Computing Facilities (SCF). This allows instructors and students to run some software that is available on lab computers in Milne from on or off campus. See the SCF web page at <http://oregonstate.edu/is/mediaservices/scf/virtual-lab>.
- **OTHER CAMPUS COMPUTER ASSISTANCE AND INFORMATION**
  - Central Campus Computing: [oregonstate.edu/is/](http://oregonstate.edu/is/).
  - OSU Computer Helpdesk: [tss.oregonstate.edu/OCH/](http://tss.oregonstate.edu/OCH/) can answer questions about issues with Blackboard, your ONID user account, and more.

## Facilities

- **FORESTRY COMPUTING HELPDESK**
  - **Location:** Peavy Hall 222
  - **Hours:** Mon – Fri 8am–6pm during academic terms; 8am–5pm during term breaks and summer.
- **GENERAL COMPUTING LABS** are in Peavy Hall (PVY 236, 240, 252, 254) as well as Richardson Hall (RH 203). These labs are available on a first come, first served basis when no classes, workshops, or seminars are being taught in the lab(s).
  - A list of lab policies is at: [wwwdata.forestry.oregonstate.edu/helpdesk/facilities/lab\\_policy/](http://wwwdata.forestry.oregonstate.edu/helpdesk/facilities/lab_policy/). In particular, all users are expected to be responsible and thoughtful when it comes to food and drink usage and that **RH 203** is a **quiet-use** lab.
- **GENERAL COMPUTING LAB HOURS** are the same as helpdesk hours above with the following exceptions:
  - After-hours access to PVY 240 is available. See [wwwdata.forestry.oregonstate.edu/helpdesk/facilities/general/peavy240.html](http://wwwdata.forestry.oregonstate.edu/helpdesk/facilities/general/peavy240.html) for details.
  - The Self Learning Center (SLC) in PVY 252 has different hours. See [wwwdata.forestry.oregonstate.edu/helpdesk/facilities/general/peavy252.html](http://wwwdata.forestry.oregonstate.edu/helpdesk/facilities/general/peavy252.html) for details.
  - PVY 254 is always open.
- **GRADUATE COMPUTING LABS** are in PVY and RH. See the grid on the following page for locations and, features.
  - Graduate students are given a key code to the graduate computing labs by their department. Therefore, access to these labs is available at all times. **Graduate students should make sure that they close the doors if they are the last person to leave a lab.**
  - Please keep the computing lab area clean. It is a shared lab and your fellow graduate students will appreciate a clean work area.
  - A great deal of software is already installed on the computers in the graduate labs. If you need additional software installed, please contact Jerry Mohr in Forestry Computing Resources at 737-4256 or by e-mail.
- **SUPPORTED SOFTWARE** installed on most lab computers, is listed at: [wwwdata.forestry.oregonstate.edu/helpdesk/facilities/popups/software.html](http://wwwdata.forestry.oregonstate.edu/helpdesk/facilities/popups/software.html).
- **USAGE OF MULTIPLE COMPUTERS** is available for Forestry users. As a courtesy to other users, please do not login to multiple computers and tie them up to run processes that run for hours or days at a time. Instead, we manage a computing cluster and a couple of labs that can be made available for after-hours use.

Visit <http://wwwdata.forestry.oregonstate.edu/helpdesk/policies/standards/concurrent.html> for complete details on how this works. Here are the highlights:

- Submit an outline of your project work and needs to Jerry Mohr.
- There are day/time restrictions on the use of multiple computers due to classes, workshops, or other scheduled events. This is why users must get approval from Forestry Computing Resources prior to usage so they can be added to the room/resource calendars.

## Forestry General Computing Facilities

Location	Purpose	Features
<b>PVY 236</b>	<b>Classroom/Open Lab</b> <i>Available to all users with ONID or FORESTY user accounts</i>	26 computers (25 for students); 1 flatbed scanner at instructor computer.
<b>PVY 240</b>	<b>Classroom/Open Lab</b> <i>Available to all users with ONID or FORESTY user accounts</i>	26 computers (25 for students); 1 flatbed scanner at instructor computer.
<b>PVY 252</b>	<b>Self Learning Center (SLC)</b> <i>Available to all users with ONID or FORESTY user accounts</i>	14 computers; 1 flatbed scanner with an Auto Document Feeder.
<b>PVY 254</b>	<b>Lundeen Lab</b> <i>Available to all users with ONID or FORESTY user accounts</i>	3 computers. Specialized software includes Adobe Acrobat Pro and Adobe Creative Suite. There is a flatbed scanner and a student copier (Send to PDF option on the copier). The room is always open.
<b>RH 203</b>	<b>Classroom/Quiet Lab</b> <i>Available to all users with ONID or FORESTY user accounts</i>	19 computers (18 for students). <b>THE QUIET LAB !</b>

## Forestry Specialized Computing Facilities

Location	Purpose	Features
<b>PVY 103</b>	<b>Graduate Student Quiet Lab</b> <i>Available to all Forestry graduate students and personnel only</i>	6 computers. 1 B/W LaserJet Printer.
<b>PVY 202</b>	<b>Graduate Collaborative Lab</b> <i>Available to all Forestry graduate students and personnel only</i>	8 computers.
<b>PVY 208</b>	<b>Graduate Student Quiet Lab</b> <i>Available to all Forestry graduate students and personnel only</i>	11 computers.
<b>RH 207</b>	<b>Graduate Collaborative Lab</b> <i>Available to all Forestry graduate students and personnel only</i>	6 computers. 1 shared B/W LaserJet Printer.
<b>RH 215</b>	<b>Graduate Student Quiet Lab</b> <i>Available to all Forestry graduate students and personnel only</i>	12 computers, 1 flatbed scanner, 1 shared B/W LaserJet Printer.
<b>RH 249</b>	<b>Graduate Student Quiet Lab</b> <i>Available to all Forestry graduate students and personnel only</i>	9 computers, 1 flatbed scanner, 1 B/W LaserJet Printer.
<b>FSL 217</b>	<b>Forest Sciences Lab</b> <i>Available to all Forestry graduate students and personnel only</i>	2 computers, 1 flatbed scanner. 1 B/W Printer, 1 Color Printer.