



Computer & Network Access Package

Last updated: July 22, 2011

Department of Plant Agriculture Computer Network Access Package

You must read and abide by both University and Departmental Acceptable Use Policies and Guidelines to maintain your University Central account, Departmental file server account and access to Departmental computers found at:

<http://www.uoguelph.ca/web/aupg.shtml>
<http://www.plant.uoguelph.ca/policy/computer-policy.html>

Special note: Section 5.1 of the Plant Ag. Computer Policy states:

"Users are not to connect a computer to the Department System without first receiving authorization to do so from the Department's Information Technology Technician."

University Central Accounts

As a new student, faculty, employee or visitor to the Department of Plant Agriculture (hereinafter referred to as Department) you are entitled to hold a University of Guelph **Central Account** issued by Computing and Communications Services (CCS). This account enables you to:

1. Possess your own University of Guelph email address (xxxx@uoguelph.ca)
2. Access storage space on the central server for personal files and for creating personal web pages
3. Access the University of Guelph's wireless hot spots on campus (see Wireless @ Guelph section for more details).

To obtain a Central Login Account contact the appropriate administrative contact according to your classification as listed below. You will be notified of your Login ID and Temporary Password once it has been created (usually 2-3 business days). If you are a current or recent U. of G. student or employee transferring from another department you may already possess a Central Account. If so, please notify your admin contact below.

Visitors to our Department, who do not hold a paid appointment at the University, must request a sponsored central account (available from Chair's Secretary or Jen Kingswell). *Note:* Sponsorships are valid for a maximum of one year; extensions can be requested and requires the Department Chair's approval.

YOUR CLASSIFICATION	CONTACT FOR ESTABLISHING CENTRAL ACCOUNT
Contract Staff	Jen Kingswell, HR Contracts Co-ordinator, Rm. 306, Crop Science Building TEL: 519 824-4120, Ext. 56083 FAX: 519 763-8933 E-MAIL: jkingswe@uoguelph.ca
Graduate Students (if account not previously supplied)	Jean Wolting, Graduate Program Secretary, Rm. 1105, Bovey Building TEL: 519 824-4120, Ext. 56077 FAX: 519 767-0755 E-MAIL: jwolting@uoguelph.ca
Permanent Staff, Faculty & Visitors	Beth Livingstone, Assistant to Chair, Rm. 309, Crop Science Building TEL: 519 824-4120, Ext. 52783 FAX: 519 821-8660 E-MAIL: blivings@uoguelph.ca

Central Account Utilities

You can manage your Central Login Account by going to <http://www.uoguelph.ca/ccs/my-accounts/account-utilities> Here you will find the following options:

- **change your password**
- **forgot your password?**
- **password insurance**
- **file & email restore**

IMPORTANT: New users MUST 'change your password' upon initial use of their account.

CFS – Central File Service

CFS lets members of the University of Guelph user community store files in a centrally managed environment. Plant Ag. Personnel on the Guelph campus will find many of the machines in labs and computer pools with 'CFS' login capabilities.

Each user will have an 'H' drive for personal storage and currently has a quota of 800MB. Some lab groups will have a shared area on CFS under the 'G' drive. Contact IT support person in your building for more details.

Computer Viruses

You are advised to regularly check your USB sticks etc. and even the workstation's "c:" drive to ensure you have not "picked up" any computer viruses. A virus can range from displaying annoying messages to wiping out an entire hard disk. They can arrive as an e-mail or even be unsuspectingly downloaded from visiting an infected web site. The University is using McAfee anti-virus software package to detect and usually remove (disinfect) any found viruses. Workstations on the network are configured to update the virus definitions daily. See the *Department of Plant Agriculture Computer & Networking Policy* for your responsibility in keeping the workstation free of viruses. This software is FREE of charge to any UoG personnel. Refer to <http://www.uoguelph.ca/ccs/software/> for more details on getting this and other applications.

CCS Help

Computing and Communication Services (CCS) provides central computing support to all members of the U of G community through a variety of help services, you may reach them through one of the following methods of contact:

By Phone

Phone the CCS Help Centre at 519-824-4120 x58888 Monday to Friday from 8:30 AM to 4:30 PM

By Email

Send your questions to 58888help@uoguelph.ca and they will reply within one to two business days.

Online

Check out their homepage: <http://www.uoguelph.ca/ccs>

In Person

You can visit the CCS IT Help Desk, located on the main floor of the McLaughlin Library.

Wireless @ Guelph

Wireless network and Internet access at U of G is available to faculty, staff and students at no additional cost. All that's required is a laptop or PDA with a Wi-Fi compatible 802.11g wireless network card (note as of Jan. 19, 2010 'b' protocol is no longer supported), a Central Login Account and be in an area on campus that is a 'hot spot'. These areas are being enhanced all the time by CCS. For more information on UoG WiFi:

<http://www.uoguelph.ca/ccs/internet-phones/getting-connected/wireless>



Department Email Distributions Lists (listservs)

To better communicate with various groups of personnel within the department, there are 21 various lists available and all are accessed by sending an e-mail to pa-xxxxxx@listserv.uoguelph.ca where the 'xxxxxx' is the desired name as outlined below. You MUST send your message from an e-mail address that ends with "uoguelph.ca" to any of the PA- lists (**i.e. hotmail.com accounts won't work**). This should prevent any outside junk mailers using the lists.

<u>Primary lists:</u>	<u>Location lists:</u>	<u>Specialized lists:</u>
1. pa-faculty	11. pa-crop (everyone in Crop Science building)	16. pa-office (admin. staff in ALL locations)
2. pa-emeriti	12. pa-bovey (PA personnel in Bovey building)	17. pa-researcher (OMAFRA & AAFC personnel & Kott)
3. pa-academic-f (sessionals in fall semester)	13. pa-vineland (Vineland Campus)	18. pa-grow-b (users of Bovey growth facilities including non PA people)
4. pa-academic-w (sessionals in winter semester)	14. pa-simcoe (Simcoe Campus)	19. pa-grow-c (users of Crop Sci. growth facilities including non PA people)
5. pa-adjunct	15. pa-muck (Muck Station)	20. pa-staff (lists 7&8)
6. pa-other (visitors, OMAF affiliates, retirees)		21. pa-all (lists 1-10 minus 3&4)
7. pa-staff-e (established staff)		
8. pa-staff-c (contract staff)		
9. pa-pdoc (post doctoral fellows)		
10. pa-grad (MSc & Phd students)		
		Note: Use pa-all ONLY if it is essential to contact everyone that is associated with Plant Ag.

Have any additions, deletions or changes? Please contact the person listed below or Jim Hoare:

<u>List(s)</u>	<u>Contact</u>
1-7, 16-17	Beth Livingstone (blivings@uoguelph.ca)
8-9, 11-15	Jennifer Kingswell (jkingswe@uoguelph.ca)
10	Jean Wolting (jwolting@uoguelph.ca)
18	Ron Dutton (rdutton@uoguelph.ca)
19	Dietmar Scholz (dscholz@uoguelph.ca)

Please try to use the lists only when necessary and carefully review your message prior to hitting the "Send" button to avoid resending corrections. Also, choose your list carefully to suit your desired audience.

Laptops & Video Projection Equipment within Plant Ag.

On the Guelph campus Laptops and Video projectors are available for loan from the Bovey & Crop Science Building Administrative offices.

If you are on the Guelph campus and find that all the projectors in Crop Science and Bovey buildings are already reserved at the time of your presentation you can try getting one from Classroom Services (UoG audio/visual department). Contact the office staff in either building for assistance. If you provide a course number and are prepared to pick it up from Day Hall (and return it) there is no cost involved.

DEPARTMENT IT SUPPORT

The Department of Plant Agriculture is dispersed over several campuses and has several IT technicians to assist you.

GUELPH CAMPUS		OFF-CAMPUS LOCATIONS		
CROP SCI. BLDG.	BOVEY BLDG.	SIMCOE	VINELAND	BRADFORD
Jim Hoare Rm. 102 Ext. 53574 jhoare@uoguelph.ca	Mike Peppard Rm. 3103 Ext. 56591 mpeppard@uoguelph.ca	Robert Grohs Ext. 337 rgrohs@uoguelph.ca	Glen Alm Ext. 123 galm@uoguelph.ca	Jim Hoare jhoare@uoguelph.ca

Computer Pool in Crop Science Building

A cluster of computer workstations is located in third floor lobby. These machines are available for use by anyone in the Department of Plant Agriculture. Access to these machines is through your CFS account which will have the same userid/password as your Central account. If you have trouble logging in, please contact your local IT support person for assistance.

Computer Pool in Bovey Building

A cluster of computer workstations is located in room 3109. These machines are available for use by anyone in the Department of Plant Agriculture. A graphic workstation with a flatbed scanner is available in this room. Key access is required to use these workstations, see Verena in the Bovey building, room 1104. Access to these machines is through your CFS account which will have the same userid/password as your Central account.

Network Printing

The Toshiba photocopiers in Crop Science and Bovey buildings are capable of being used as printers. Contact your local IT support person for more details on this mater.

Gryph Mail

CCS recommends you access your e-mail through the web interface nicknames Gryph Mail (Gryphon is the UoG Athletics Mascot for those who hadn't made the connection).

Go to <http://mail.uoguelph.ca> using any web browser, login with your Central userid and password.

'How to' information on using Gryph Mail can be found along the side bar of the web page:

<http://www.uoguelph.ca/ccs/gryph-mail>