

## NEW STUDENT GUIDE

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Welcome to Peter Symonds College!

You have been allocated your own network username and password to allow you to use the computers around the college and to store and retrieve information as necessary. You have also been given an email account which can be used to communicate with staff, students and for personal use.

Your username and password are on the **Enrolment Details** sheet which you received with details of your chosen courses.

### 1. Your username

This is made up from the first initial of your chosen first name plus your surname (without any spaces or punctuation) plus a number indicate year of entry. If your username has a number 2,3 or 4 before the year of entry number, that is because there are more than one student with the same initial and surname.

Some usernames' may be rather long if you've got a long or multi-part surname. If you want to change it to something simpler to enter then come and see us in IT Services (see map later in this document) and we'll do that for you.

### 2. Your password

Your password is case-sensitive (i.e. a is different from A, etc.) and contains letters and numbers. It is deliberately awkward but we've tried to avoid letters that look like numbers (e.g. l and O). You will have to change to something you can remember as soon as you log in (see below for how to do this and tips about choice of password).

Your password is the same for both login and your email. If you change it then both are changed automatically.

IT Services will never ask for your password!

### 3. Changing your password

It is case-sensitive (i.e. a is different from A, etc.) and contains letters and numbers. It is deliberately awkward but we've tried to avoid letters that look like numbers (e.g. l and O). You will want to change to something you can remember as soon as you log in (see below for how to do this and tips about choice of password).

The password is the same for both log-in and your email. If you change it then both are changed automatically.

To change your password (after you've logged in) press the **Ctrl, Alt** and **Del** keys, and select Change Password; enter your current password and then the new one (twice to check for typing errors).

The username identifies who you are and what you can do on the network. Because of this it is very important that you keep your password secret. If someone else logs in with your details then they will have access to your files and you will be held responsible for any damage they may do. If someone sends a dodgy email which looks like it comes from you then you will get the blame.

You can also see some personal information about yourself on the student intranet. This is linked to your login ID so you must keep it to yourself. On no account give your password to anyone else!

To change your password go to: <https://password.psc.ac.uk>

When you change your password you will be asked to answer our challenge/response questions. We recommend that you answer these so that you can change your password should you forget it later on.

### 4. Password tips

A password must be at least 6 characters long and contain at least one numerical character.

A mix of letters (upper and lower case) and numbers is a good idea; e.g. **miLksh4ke\$**

Do not write down your password where others may see it.

Do not use personal details or any combination of letters used in the user name.

Change your password immediately if you think someone else knows it.

You can find more help here on our Intranet site [here!](#)

### 5. Logging in

Once the PC has been started up, you'll see a screen like this:



To log in, enter your network username, move to the next box and enter your password; then press enter.

## 6. Drives and files

Once logged in, open My Computer. You'll see the following drives:

- **Drive D:** The CD/DVD drive(if fitted);
- **Drive F:** Your own network drive where you can save files;
- **Drive J:** A shared network drive containing files stored there by your teachers. (Note: If you are studying Media Studies or some other subjects you may be allocated storage within the J drive in a subject folder. Your teachers will explain these to you.)

Your F drive (or J drive if your subject uses it) is where you should save all of your college work. The F drive is a private area that you alone can use. Not only can you access your F or J drives from any PC in the college, but also from any internet-connected PC (see below for more details). Additionally, these network drives are backed up for you. We take backups of files throughout your time at college, thus if you accidentally delete some of your work, or your work gets corrupted and unusable in some way, we'll try our best to restore a working copy of your files.

You have initially been allocated **500MB** of space in your F drive. If you find that you need more space for college-related reasons (e.g. storing coursework) then see your subject teacher or ask a member of staff in the Learning Resource Centre or IT Services.

Please remember to delete old files and try to keep graphics files as small as possible. Ask for help in doing this if you're not sure.

## 7. Accessing files from home

The easiest way is to log in to [filr.psc.ac.uk](http://filr.psc.ac.uk) and copy files to and from your network drives.



Login with your college user name and password.

We discourage the use of USB drives as they are not backed up, and if they fail there's no guarantee to recover any files from it.

However, students can purchase personal USB drives from the Learning Resource Centre in Ashurst.

When using a USB drive, remember to safely remove the device from the computer before unplugging it. You can do this by double-clicking the 'Safely Remove Hardware' icon on the bottom right of the screen and stopping the USB device. Data on your USB drive is your responsibility and should be backed up to your F drive if it is college-related data.

## 8. Running applications



We have a wide selection of software available to use.

These may be found as icons on the desktop or in the PSC Programs folder. Note, that the first time one of these is run on the computer it will install which can take between a few seconds and a few minutes, depending on the size of the application.

## 9. Printing

All students are given an initial allocation of £1 at the beginning of each term (first of Sep, Jan and Apr). Once these are used up you will have to purchase further print credits. We try to encourage double-sided (duplex) printing (it's charged at 2/3 of the cost of single-sided) to cut down on waste paper. The prices for printing (cheaper this year for colour!) are:

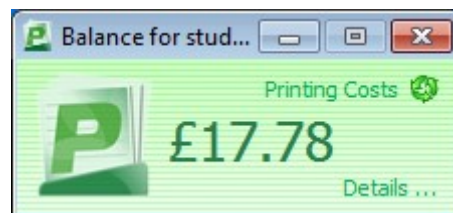
	Black and white		Colour (Ricoh copiers)	
Size	Single sided per sheet	Duplex per side (total per sheet)	Single sided per sheet	Duplex per side (total per sheet)
A4	3p	2p (4p)	8p	5p (10p)
A3	6p	4p (8p)	16p	10p (20p)

These prices are kept as low as possible and just cover the cost of paper and toner. You'll find universities more expensive.

will have a credit allocated on the network.

You can view your current credit at any time when logged in and running Windows by selecting PaperCut icon on the screen or in your task bar. Information about your printing history can be seen by clicking on Details.

On larger Ricoh copier/printers such as in the LRC you will need to release the print jobs by swiping your ID card at the printer. You'll also be able to use these devices to copy and scan to email paper-based documents. Send jobs to **PSC Ricoh** or **PSC Ricoh colour** to release it from any college Ricoh copier.



To purchase further printing credits you'll need to pay top up your balance at <https://shop.psc.ac.uk> or by using the machine on the top floor of the LRC in Ashurst. It is your responsibility to check your account so that you don't run out at a critical time.

There will be no refunds at the end of your time at the College.

You can transfer some of your credits to other users if you wish via the web pages (click Details).

All printing must be formatted using Windows PCL format and A4 size (also A3 in Ashurst LRC).

Check your work using print preview and spell checker first so that you don't waste your money!

**Make sure that you are connected to the correct network printer before printing!** Do this by selecting File, Print and check the name. The queue name will reflect the room number and printer type, e.g. JS108\_4500N.

### [Printing from home or from your own device in College](#)

You can also print to any Ricoh copier here from home. Just go to <https://iprint.psc.ac.uk/user/> and log in. You will be able to release the job from any Ricoh when you get back in to College.

## 10. Email

You have been allocated an email account with 500MB of space at the college. To access it, double click the GroupWise icon on the desktop and enter your password. Your email address is printed on your ID card (note that it is **your-user-id@students.psc.ac.uk**). You have an address book showing all the staff and students at the college. Please make sure that you use the email sensibly and keep to the college [Conditions of Use](#). Please **check your college email account regularly** as you will be sent information from us during your time here.



You can sync your college emails with your mobile device. For instructions on how to do this:

<https://intranet.psc.ac.uk/itservices/student/gwmobility.php>

You can always access your email via the GroupWise WebAccess system from <https://mail.psc.ac.uk>

## 11. College calendar

We have an online College Calendar which you can subscribe to with your GroupWise system, or your mobile device. As well as term dates, the calendar contains dates and times of important events within the year. For details on how to subscribe to the calendar, visit <http://www.psc.ac.uk/dates/subscribe.php>

## 12. Twitter Feeds

Follow [@Symonds\\_College](#) for college announcements and news, and [@PSC\\_ITServices](#) for alerts from the IT Services team.

## 13. Free Software!

Whilst you're a student at PSC, you can install Microsoft Office on up to five devices. You also have access to 1TB of cloud storage, which can be synchronized to desktop or mobile devices.

You also have access to our Sophos Anti-virus for use at home, as well as the Smart Notebook software which we use in our classrooms.

### [Downloading or Buying Software](#)

As a student at Peter Symonds College you are entitled to free or discounted software. Click on the links to the right for more information.

## 14. Logging out

### **Always log out when you have finished!**

Failure to do so can let others have access to your files. Also you may be blamed for network infringements as any files stored will have your ID attached to them. You will be unable to log in on another computer unless you have previously logged out.

To log out click the **Start** button followed by **Log off**.

## 15. Please help us to avoid wasting electricity

At the end of the day or if the computer is not needed by someone else, **turn off** the computer by selecting the **Shut Down** option instead. Then press the power button on the monitor to turn that off as well.

## 16. Connecting your device to our Wifi

For most devices, simply connect to the secure "PSC Wireless" network, using your username and password.

### [Wireless Network in the College](#)

We run a wireless network that covers all the permanent buildings at the College.

## 17. References

### **Accessing resources over the Internet**

You can access a number of college resources from any internet-connected PC. These are listed and can be accessed via links on the staff section of the college home website [www.psc.ac.uk/students](http://www.psc.ac.uk/students)

Further information can be found on the IT Services intranet site [intranet.psc.ac.uk/itservices](http://intranet.psc.ac.uk/itservices)

And if that doesn't answer your problem you can email us at [ithelpdesk@psc.ac.uk](mailto:ithelpdesk@psc.ac.uk)

## 18. Finding IT Services

