STUDENT COMPUTER CENTERS
USER HANDBOOK

LAU
School of **Architecture and Design**

DEPARTMENT OF ARCHITECTURE & INTERIOR DESIGN

DEPARTMENT OF ART & DESIGN AND FOUNDATION STUDIES

DEPARTMENT OF ARCHITECTURE & INTERIOR DESIGN COMPUTER CENTERS

1. INTRODUCTION

The following aims to help Architecture and Interior Design/Arch. students in using the computer centers on both campuses. It also provides currently enrolled students with updated information on newly available services in the computer centers. An electronic downloadable copy of this file can be found on the SArD website

2. COMPUTER CENTERS GENERAL INFORMATION

2.1. COMPUTER CENTERS AND LOCATIONS

The following table provides a short description of computer centers and their location:

GENERAL USE COMPUTER CENTERS			
Campus	**Room**	**Title**	**End-Users**
Byblos	ENG 601	Roy Badro computer center	For All Arch. & Interior Des./Arch. Students
Byblos	ARC 603	Grad Arch. computer center	Priority for Architecture Des VII, VIII, IX and X
Beirut	OG 206	Architecture & Design computer center	For All Arch. & Interior Des./Arch. Students
Beirut	OG 207	Architecture & Design computer center	For All Arch. & Interior Des./Arch. Students

2.2. COMPUTER CENTER ACCESS

On Byblos campus, computer centers are open every day from 08:00am till 08:30pm during the Fall and Spring semesters and from 07:30am till 02:30pm during the Summer semester. On Beirut campus the computer centers are available every day from 8:00am to 7:30pm during the Fall and Spring semesters and from 7:30am to 5:00pm during the Summer semester. In addition, these computer centers have an extended schedule and overnight operations in peak periods (exams, due dates, etc…). All computer centers have a detailed schedule posted on their doors during

the semesters. If students need to work in the computer center after regular hours an email request should be sent to: arclab@lau.edu.lb. The email should contain the following information: student names, student assigned to be responsible and the hours requested.

Specialized computer centers are open during class hours or assigned sessions. These computer centers also have a detailed schedule posted on their doors. The procedure to have access to these computer centers during non-standard hours is the same as the one for general access computer centers.

2.3. COMPUTER CENTER RULES AND REGULATIONS

All computer centers have a set of safety rules and regulations:

- Eating, drinking or bringing any kind of food into the center is not allowed.
- Smoking is not allowed.
- Mobile phones cause interference with equipment and bother fellow students. Student are requested to switch off or mute mobile phone prior to entering the center.
- Shouting, generating noise and bothering other fellow students is also not acceptable.

Students deemed to be in violation of the above will be asked by the supervisor to leave the center. Students who repetitively fail to abide by the above may be disallowed access to the centers and will have their computing accounts suspended. Disciplinary action may be taken against them by the concerned Department/School.

2.4. COMPUTER CENTER ASSISTANTS

All general purpose computer centers and some specialized computer centers have dedicated student assistants. Assistants have their schedule posted and can aid students in the centers.

2.5. COMPUTER CENTER SUPERVISORS

The appropriate computer center supervisor may be contacted for requests/comments.

Campus	Computer Center	Administrator	Office	Ext.	E-Mail
Byblos	Architecture Computer Center	Mr. Jad Njeim	ENG 601A	2395	jad.njeim@lau.edu.lb
Beirut	Architecture & Design Computer Center	Mr. Jalal Kahwagi	OG207	1514	jalal.kahwagi@lau.edu.lb

3. COMPUTER CENTER ACCOUNTS

3.1. RATIONALE

All Architecture and Interior Design/Arch. students are entitled to having one computer account during their stay at LAU. This account is assigned and created as per section 3.2 and terminated as per section 3.3. The following limitations apply to student accounts:

Campus	Major	Class	Disk Quota	Printing Quota	Internet Access
Byblos	Architecture	Any	1.5 GB	5000 PPS (**)	Restricted Kbps(***)
Byblos	Architecture	Senior/ 5th Year	2 GB or more(*)	5000 PPS (**)	Restricted Kbps(***)
Beirut	Arch. Int. Arch. Int. Des.	Any	1 GB	5000 PPS (**)	Standard university access

(*) Based on the chairperson approval only.

(**) PPS: Page Per Semester. The default quota is $50 per semester, automatically reset at the beginning of every semester. An extension for the quota can be requested by the chairperson approval only

(***) The computer centers are providing Quality of Service control on the bandwidth allowing equal bandwidth sharing for all students.

3.2. COMPUTER ACCOUNT CREATION

For Byblos computer centers, the list of newly registered students is sent by the registrar to computer center administrators at the beginning of every semester.

For Beirut campus centers, the list of students is requested and sent from the IT (Banner) and the accounts are created automatically.

The login information (Username and Password) is posted on the Welcome Screen of every PC in the computer center.

As such, students should be able to get an account created once the add/drop period ends. To create an account, students should follow the detailed procedure described in the Appendix 1 – Detailed Student Account Creation Section. Students are also encouraged to read Appendix 2 – Basic Student Account Walkthrough Section to familiarize themselves with the computing environment in the Architecture and Interior Design/Arch. computer centers.

At present, students transferring from one campus to the other need to pass by the appropriate computer center supervisor (See section 2.5) with their LAU ID card before following the above procedure.

Note: all student computer center accounts are roaming. Accounts can be logged into from any center (general as well as specialized) in the Architecture and Interior Design/Arch computer centers.

3.3. COMPUTER ACCOUNT DELETION / TERMINATION

Student computer center accounts will remain activted until students complete their studies at LAU. When students apply for graduation and fill the Graduation Exit Form available at the registrar's office, students will be given 48 hours to clear all the data in their account as it will be marked for deletion.

3.4. COMPUTER ACCOUNT SUSPENSION

In the rare cases described below, computer accounts will be suspended and will not be reactivated without a special request sent to and approval from the concerned chairperson of the department:

- Failure to abide by the rules set in section 2.3
- Account misuse (Illegal use of the account to hack into the LAU computer center servers and/or LAU's general servers/services as set by the LAU computing policy) will lead to account suspension and academic pursuits as per the rules described in LAU Policies and Procedures.
- Account impersonation (Illegal use of someone else's account).
- A computer center supervisor suspecting illegal activity on a student account will suspend this account and an online or offline notice will be posted to warn the student accordingly.

4. APPENDICES

4.1. APPENDIX 1 – DETAILED STUDENT ACCOUNT CREATION

This procedure applies to Architecture, Interior Architecture and Interior Design students only. Other students will need to use other computer centers in their respective schools for their computing requirements.

4.1.1. GUEST LOGON

Pick any computer workstation in the Architecture and Interior Design/Arch. computer centers. If the screen is blank, simply move the mouse to get the display back on.

Fill in the Username Field with 'Guest', and for the password, put '123456789'.

Click the 'Ok' button and wait for the account to login, which will happen in a few seconds.

4.1.2. ACTIVATION TOKEN

Once the account has completed its login, open the 'Internet Explorer' application. You should be automatically redirected to the default 'http://accountcreation/' page.

Click on the 'Activate your Account (e-ID) link; you will be presented with another window which will ask you for your LAU ID number and activation key. Your activation token consists of the first 3 letters of your full name (First name, Father's name and Last name). Simply fill in your ID and activation key and press the 'Activate' button

4.1.3. E-ID VERIFICATION

If you are not redirected to the rules and regulations page, and instead get an invalid ID/Activation page, then the information you entered is probably incorrect or your registration data has not been received by appropriate IT unit. In this case, you have to pass by the appropriate computer center supervisor (see section 2.5) to validate your e-ID activation token.

If the information is correct, you will be taken to a recapitulative welcome screen. Please verify that the information is correct and simply click the 'click here' link to activate your account. If the information is not completely correct, you are kindly requested to close the window, log off from the account and immediately contact the concerned computer center supervisor (see section 2.5) to correct the displayed information.
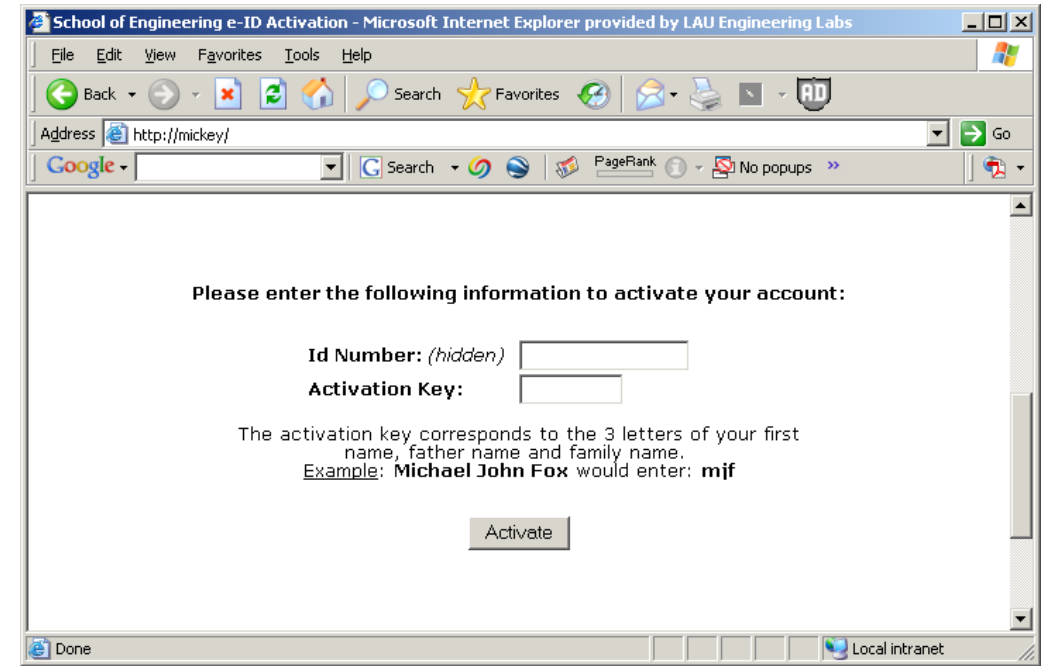
4.1.4. RULES AND REGULATIONS

You are now redirected to the Rules and Regulations governing access to the computer centers. Please read these rules carefully. And click on the 'I agree' link. You **must agree** on these rules and regulations to be able to create your account.

4.1.5. USERNAME/PASSWORD SELECTION

Once you click on the 'I agree' link, you will be redirected to the Username/Password screen.

First, note that your username will be your name.familyname same as your LAU email, no spaces or special characters (*, &, #, !, (,), etc…) are allowed in the username field.

Then, select your password; it is advisable to use a strong password consisting of at least 7 characters, with letters (both uppercase and lowercase), numbers, and special characters.

Retype your password to verify it. Note that the password will not be displayed as you type it. Instead you will see a sequence or rounded shapes that indicate how many

characters you typed so far. Once you are ready, simply click the 'Activate my e-ID' button.
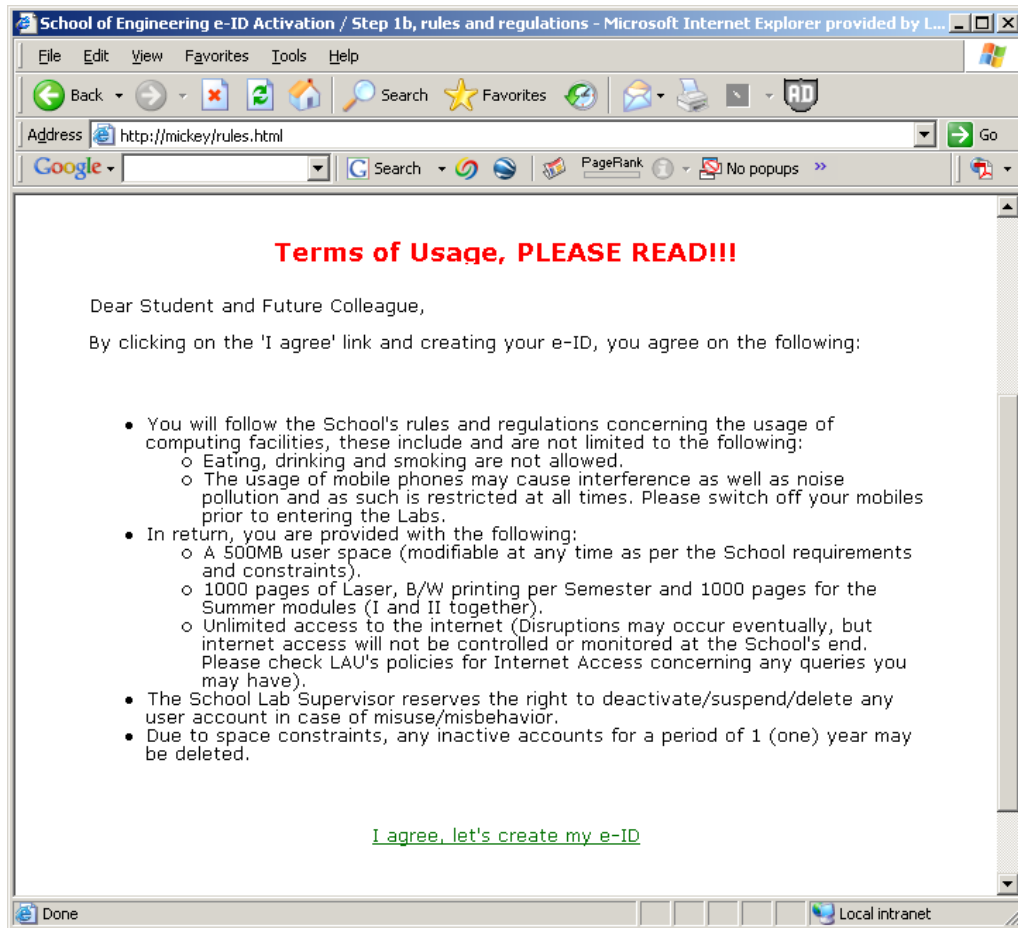
Please note the following:

- If your username has already been taken, you will receive an error message asking you to choose another username instead.

- If your password and verify password fields do not match, you will also be asked to retype your username and password again.

If your username is not already taken and your password is ok, your account will be created, and will be fully active. You can log off the 'Guest' account now.

Please allow up to 5 minutes for the information to propagate on the network; you will then be able to get access to your account. Welcome aboard!

4.2. APPENDIX 2 – BASIC STUDENT ACCOUNT WALKTHROUGH

4.2.1. USER LOGON

Pick any computer workstation in the Architecture and Interior Des./Arch computer centers. If the screen is blank, simply move the mouse to get the display back on.

Fill in the Username Field with your username and the password field with your password. If you haven't created your account yet, check the section 4.1 to learn about creating your account in the Architecture computer centers.

Click the 'Ok' button and wait for the account to login, which will happen in a few seconds.

**DEPARTMENT OF ART & DESIGN
AND FOUNDATION STUDIES**
COMPUTER CENTERS

1. GENERAL GUIDELINES

1.1. LOCATIONS

Several computer centers are available to students in the Department of Art & Design and Foundation Studies students as follows:

Room	Title	Campus
Nicol 529	Computer Center Classroom	Beirut
Nicol 309	Computer Center Classroom	Beirut
Nicol 223	Computer Center/ Printing	Beirut
ARC 503A	Computer Center/ Printing	Byblos
ARC 503B	Computer Center Classroom	Byblos

1.2. COMPUTER CENTER ACCESS

All Art & Design and Foundation computer centers are open every day from 08:00am till 04:30pm during the Fall and Spring semesters and from 07:30am till 02:30pm during the Summer semester. All computer centers have a detailed schedule posted on their doors during the semesters. If students need to work in the computer center after regular hours an email request should be sent to the computer center administrator. The email should contain the following information: student(s) names, student assigned to be responsible and the hours requested.

1.3. RULES AND REGULATIONS

Instructors should ensure that students follow the computer center rules. Students who fail to abide by the rules as stated below will be reported to the Dean of Students for proper disciplinary actions:

- Working hours are Monday to Friday 8.00 to 4.30 during Fall and Spring semesters, while 8.00 to 2.30 during the Summer semester. Check the computer center schedule for classes before entering.
- The computer centers are closed on weekends, public holidays and for maintenance.
- Only Art & Design and Foundation students, faculty and staff can use the computer centers.

- No eating, drinking, or smoking is allowed in the computer centers.
- No gluing, cutting, or painting is allowed in the computer centers.
- Do not leave personal property unattended.
- Users must not deliberately damage the computers physically or through harmful software. If users encounter any problem, they should notify the computer center administrator.
- Do not unplug or change equipment: this includes keyboard, mice, cables and so on.
- The files in the Public folder will be deleted each Monday. Students are asked to save all their work on removable media such as USB, CD, etc.
- The computer center is intended for academic use. Users not working on assignments may be asked to relinquish their computers to other students.
- Only the computer center administrator is allowed to make changes to the software upon request by faculty or chairperson. Students should not install other software or modify the existing configuration.
- Do not engage in loud conversations. Students must mute mobile phones and use headphones when listening to audio to not disrupt classes in session or other students.

1.4. COMPUTER CENTER SUPERVISORS

The following Academic computer center Administors are currently in charge of the Art & Design and Foundation computer centers:

Beirut Campus	Byblos Campus
Lina Abdoun Senior Academic Computer Center Supervisor Office: Nicol 223A Ext: 1498 Email: lina.abdoun@lau.edu.lb	**Tatiana Abou Assi** Academic Computer Center Supervisor Office: ARC 503E Ext: 2204 Email: tatiana.abouassi@lau.edu.lb

2. COMPUTER CENTER ACCOUNTS

All Art & Design and Foundation students are entitled to having one computer account during their study at LAU. This account is assigned and created as per section 2.1 and terminated as per section 2.2.

Each student is assigned 10 GB of disk space and a printing quota of 500 credits per semester:

- 1 credit is equivalent to printing one A4 page.

- 2 credits are equivalent to printing one A3 page.

2.1. CREATING STUDENT ACCOUNTS

To create a user account, students are requested to contact their corresponding computer center administrator.

Students can login to their accounts from any computing location in the computer center, where their account is created.

2.2. DELETING STUDENT ACCOUNTS

When students complete their requirements for graduation and fill the Graduation Exit form available at the registrar's office, they will be given 48 hours to clear all the data in their account which will be marked for deletion.

2.3. SUSPENDING STUDENT ACCOUNTS

In the rare cases described below, computer accounts will be suspended and will not be reactivated without a special request and approval sent to the concerned chairperson of the department:

- Failure to abide by the rules set in section 1.2 (Computer Center Rules and Regulations).

- Account misuse (Illegal use of the account to hack into the LAU computing computer centers servers and/or LAU's general servers/services as set by the LAU computing policy) will lead to account suspension and academic pursuits as per the rules described in the LAU Policies and Procedures, available on the following link: http://students.lau.edu.lb/rules.php.

- Account impersonation (Illegal use of someone else's account)

- A computer center administrator suspecting illegal activity from a student

account will suspend this account. Also, an online or offline notice will be posted to warn the student accordingly.

3. COMPUTER CENTER EQUIPMENT

The following equipment are available for the Art & Design and Foundation Studies students:

- Apple computers

- Plotter

- Scanner

- HP colored printers for A3 and A4 printing

- A2 printer (Beirut only)

- Wacom Boards

- Projectors

- HD cameras

- Vinyl cutting machine

- Vacuum Packaging (Byblos only)

- Lamination