

Fall 2009
Digital Media Group Updates
<http://dmg.ap.buffalo.edu>

Computer Accounts:

- Access to all SA&P computing resources for **continuing SA&P majors** is still active from the last academic year and requires your University logon information. Users encountering logon problems that have registered for courses in the School should consult the University helpdesk in 214 Lockwood, Lockwood 2nd Floor Cybrary, 645-3542, access the helpdesk web site at: <http://helpdesk.buffalo.edu> or send an email to cit-helpdesk@buffalo.edu.
- Access to all SA&P computing resources for **new SA&P majors** have been activated based on registration as of 8/26/2009 and requires your University logon information. Access will be each week for the first three weeks of the semester as registration continues. New users needing to find out their logon name and password should visit a University Public Computing site (e.g. Abbott Hall Cybrary, Capen Cybrary, Lockwood Cybrary, etc.) to swipe their UB card.

Email:

- The University and the School **require all students to be accessible via email**. By default, all School and University email is sent to the address username@buffalo.edu where username is your UB IT login name. If you want to receive your email through an outside internet service provider (such as gmail or MSN), then you need to access the site: <http://ubit.buffalo.edu/ubmail/> and set email forwarding to the address you want to receive your email.

Building Access:

- **Swipe access** for Hayes Hall, Crosby Hall and the Hayes Computing Labs has been activated for all SA&P majors who are currently registered. Swipe access for students registering late will be added the next business day following their registration. Additional details regarding the use of the swipe card access system is on the back of the sheet.

School and University Printing:

- The University has implemented a printing accounting system called iPrint@UB which tracks and accounts for printing in all public computing and library sites. Further details about this system are available at: <http://ubit.buffalo.edu/iprint> Please note that this system is completely separate from the printing accounting system in the School of Architecture and Planning, and none of the School's printers and plotters are connected to the iPrint system. As such, there is no way to transfer funds between the two systems or to charge jobs to the iPrint system from School printers and plotters.

Computing Downtimes:

- All SA&P computing systems are down for maintenance on Sundays, between 6:00 am and 12:00 noon. During this period, you should assume that all on-campus and remote access to all SA&P computing systems is down and unavailable. Additionally, as security updates warrant, other downtimes will be announced via email. During these announced periods, all on-campus and remote access to all SA&P computing systems will also be down and unavailable.

School of Architecture and Planning Using the UB Card Door Access System

The School of Architecture & Planning has implemented an UB Card door access control system for the exterior doors of Hayes, Crosby and Parker Halls and the Computing Labs located on the second floor of Hayes Hall. Help the system reach its full operating potential by reading the information below and notifying your department secretary of problems.

Clearance/Authorization:

- You have clearance to enter Hayes, Crosby and Parker after hours only if you are an officially registered student in the School of Architecture & Planning for the current semester. If you registered late for this semester's courses you can expect a delay in getting authorization.
- If you report your UB Card lost or stolen clearance/authorization for that card will be removed.

Using the Card:

- Orient your UB card so that the picture is on top and the magnetic stripe is facing toward the right. Place card into slot, all the way to the back of the card reader, and pull straight down.

It may take more than one swipe for the reader to be able to read your card. However, for each swipe wait for a reaction from the card reader light - - wait until the light is red again. Do not swipe faster than the card reader light reaction.

Card Problems:

If your magnetic strip on the back of the card is cracked, scratched, stretched -or has come in contact with a magnetic surface - you probably need a new card. To obtain a new card you must go to the UB Card Office: The Main Street Campus Office is at 101 Harriman Hall, 829-3682. The Amherst Campus Office is at 101 The Commons, 645-6344. Please call the respective office to find out current hours.

Card Reader:

If the reader is not allowing you access but other user's cards allow entry, the reasons may be that you are not swiping correctly or that you have a "bad" card. If the card reader's lights are unchanged when the reader is swiped it is probably not working and you should notify your departmental secretary.

Building Hours:

- Hayes Hall and Parker Hall exterior doors are generally unlocked during normal business hours: 8:00 am – 5:00 pm. At all other times the building is locked and will require swipe card access for entrance.
- Crosby Hall and the computing lab door are generally unlocked during normal classroom hours: Monday – Thursday: 8:00 am – 8:00 pm and Friday: 8:00 am – 5:00 pm. At all other times the building and labs are locked and will require swipe card access for entrance.
- All buildings and labs will be locked on University holidays, with swipe card access being necessary to enter the building/labs
- Student clearances take effect the first day of the semester and last until approximately one week after the last day of exams for the respective semester.
- Inter-semester and summer swipe access will be available to students registering for the following semester.

Vandalism:

Vandalism, altering the doors locks, **propping** the doors open or **disabling** the swipe system in any way is strictly prohibited. Students found violating these rules will be referred to Public Safety for prosecution according to SUNY and state policies.

School of Architecture and Planning Security Recommendations

- When working late at night, always work with a partner.
- Do not leave valuables unattended even for short periods of time. Lock valuables up when leaving studios for the day/night.
- Remember to lock your office/studio door and close/lock all windows when leaving for the day/night, particularly for studios located on first or ground floors.
- For emergencies or to report any suspicious activities and individuals use the emergency phone on the third floor of Crosby Hall (for campus police) or dial *2222 (for campus police) or 911 (for Buffalo police) at the pay phones located on the first floors of Crosby or Hayes Halls (there is no charge for either call).
- Report any broken doors, windows, lights, locks or any other facility problems to your departmental secretary so that work orders can be placed to have them fixed.
- Do not prop open any of the exterior building doors or the computing lab doors: the locked doors are intended to keep unauthorized users out of Hayes, Crosby and Parker Halls.

- In the event of a building emergency requiring evacuation, please leave by the closest available exit and remember to close the room door behind you.