

Lab Use Policy

1.1 Acceptable Use – University Computer Use Policy

- Use of EET computers falls under the University computer use policy and Appendix C, WAC 516-23-310 Misuse of Computers, Electronic Data or Communication Systems (Found in the WWU Catalog)
- The University Computer Use Policy can be found at:
<http://testwest.wvu.edu/atus/helpdesk/useragreement.shtml>

1.2 Acceptable Use – Additional EET Priorities

1. Direct assignments for EET courses requiring the lab.
2. All other WWU coursework.
3. Job Search and Alumni activities
4. Electronics Club

1.3 Lab Access

- 24hr Keybox Access – PIN is for EET students ONLY!

1.4 Safety

- No work at voltages greater than $\pm 15V$ alone. Others must be present.
- Absolutely no materials requiring a MSDS sheet without labeling from ETEC safety technician.

1.5 Notes

- Do not lock workstations.
- Do not eat at workstation benches.
- Keep work area clean for next user.
- Do not give out passwords to others.
- Be respectful of other users – loud music, inappropriate comments, etc.
- Disk space is very limited. Normal coursework should result in ~20MBytes.

1.6 Consequences

Any violation of the provisions of this user agreement will result in disciplinary action that will fall into one of three defined classes of offenses: 1) Criminal actions referred to police agencies; 2) Student disciplinary actions referred to the student Judicial Officer; and 3) Rule violations referred for action to administrators of computing and network resources. User actions that threaten or severely impede access by other campus users may result in immediate revocation of computer or network privileges, pending a formal hearing. Possible disciplinary actions range from warnings, through probation or suspension, to criminal prosecution. In the event of violation of laws, WWU will cooperate fully with the authorities to provide any information necessary for a criminal investigation. (From: <http://testwest.wvu.edu/atus/helpdesk/useragreement.shtml>)

Violations that fall under 3) above can result in your account being temporarily disabled.

First Logins

The workstations in ETec340 are configured as a Windows Active Directory domain of WindowsXP Professional workstations. Roaming profiles are used so it does not matter which workstation you use. The Windows server is called *ridge*.

I have user accounts for all new students on *ridge*. The username is the same as your WWU username and the password was given in class. You will be required to change your password during your first session.

This is a description of the procedures recommended for those that are logging onto the ET340 computers for the first time:

1) If you have not done so, you must first change your password. To do this, select **Ctrl-Alt-Del** and then select **Change Password...**

2) You can not write onto the local drive (C:). All of your work must be saved in your user directory which is: **z:**

Another way of accessing this directory is by using the UNC path:

\\ridge\data\users\username

where *username* is your username.

Note some applications – for example, Xilinx ISE – can not use UNC paths. For these applications the mapped drive must be used. Also note the WindowsXP folder called *My Documents* uses the UNC path so it should be avoided.

You might want to create a shortcut to your home directory and put it on your desktop.

3) You should verify that the *eetdata* folder on *ridge* is mapped to the **y:** drive.

If not, open a folder window and select '**Tools -> Map Network Drive...**'.

Select **Y:** and enter **\\ridge\eetdata** in the folder box.

Make sure the '**reconnect at logon**' check box is checked. Select '**ok**' and you will be set from that point on.

4) You will need to verify/add a default printer during your first login.

Under the printers control panel select 'add printer' (if the printer is not already there) and select 'network printer'. Type in **//ridge** and select **ET340 HP LaserJet 8150**. You will only have to do this one time.