

# Information Technology Services (ITS)

## Survival Guide for Students

### Your UNO Net ID and NU ID

All UNO students have a UNO Net ID and NU ID created automatically. The process takes approximately 48 hours from the time you enroll until your account is active. The NU ID, an 8-digit number, replaces the Student ID number and verifies that you are a University of Nebraska student. This NU ID is located on your Mav Card. The Net ID consists of a username and password. The Net ID gives you access to myUNO (Blackboard), myMail (Lotus Notes), and myFolder (web storage) systems. To lookup your Net ID username and set a password, follow these steps:

- Go to <http://my.unomaha.edu>.
- On the left side of the screen you'll see a list of links.
- Click on "Username Lookup."
- Enter your NU ID (an 8 digit number located on your Mav Card) and E-BRUNO PIN. Click on "Submit."
- Click on "UNO Password Reset Service."
- Fill out the form and click "Submit."
- Passwords must be between 8 and 20 characters in length. A combination of alpha and numeric characters are the best passwords. Passwords are case sensitive.



**myFolder** <http://myfolder.unomaha.edu>

The myFolder system provides a secure place on the web for all students, faculty, and staff to store files. Each person has 500 MB of storage space accessible from anywhere you have an Internet connection. One of the highlights of the system is a daily backup feature that allows you to restore files you may have accidentally deleted.



<http://myweb.unomaha.edu> **myWeb**

myWeb is a portion of the myFolder file storage system for use by all students, faculty, and staff. myFolder allocates space for you to store private documents as well as create an individual Web site. Please be sure to read the "Web Page Usage Policy" noted on the myWeb page. The "How To" and FAQ sections answer such question as how much space is allotted, how to access myWeb, etc.



**myUNO** <http://myuno.unomaha.edu>

myUNO, also known as Blackboard, is a course management system available on the web. myUNO is designed to enhance courses taught on the UNO campus as well as with many UNO Distance Learning courses. Course documents are on the web for easy access by students at any time. Features include on-line quizzes and exams, on-line gradebooks, course calendars, group activities, as well as discussion boards and chat.

- Classes are automatically loaded at the start of each semester. If you aren't seeing one of your courses, the instructor may not have made the course available or is not using myUNO.
- Additional information can be found at myUNO. Click on the Student Help Tab.

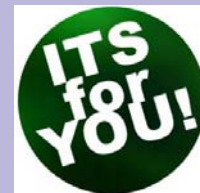


<http://mymail.unomaha.edu> **myMail**

This important service gives students, faculty and staff a common communications tool. myMail, also known as Lotus Notes, is the official electronic mail system for UNO providing a one-stop communications link between students, faculty and administrative services. Information about registration times, checking grades, etc. are all sent to your myMail account. This account stays active while enrolled at UNO and will stay active for three semesters following graduation. All incoming and outgoing mail is scanned for viruses at the server level, providing enhanced security for your account.

### ITS Customer Services

Located in the Eppley Administration Building, room 104, ITS Customer Services provides a centralized location for help with campus technology accounts, software questions, trouble with diskettes, equipment checkout, and more.



**ITS Customer Services**

**EAB 104 \* 402-554-HELP (4357)**

**1-866-866-2721**

**Regular Hours: Monday - Friday, 8:00 am - 5:00 pm**

**Summer Hours: Monday - Friday, 7:30 am - 4:30 pm**

**[unohelpdesk@mail.unomaha.edu](mailto:unohelpdesk@mail.unomaha.edu)**

## Computer User Rooms

<http://its.unomaha.edu>



Open-access computer user rooms are available for students, faculty and staff. There are also many college/departmental labs for the exclusive use of their students and faculty. Check the ITS website for hours of operation, holiday hours (during fall/spring break, and between semesters), as well as available software and hardware. Please be prepared to show your student ID in extended hours labs after 7:00PM and on weekends.

Computer rooms are located in:

Arts & Sciences Hall	<b>ASH 300</b>	554-2179
Durham Science Center	<b>DSC 104</b>	554-2528
Health, Phys Ed., Rec.	<b>HPER 211</b>	554-2876
Milo Bail Student Center	<b>Elmwood Room</b>	554-4933
Peter Kiewit Institute	<b>PKI 158A</b>	554-2096
Roskens Hall	<b>RH 401</b>	554-3418
University Library	<b>Main level</b>	554-2661

To print in DSC 104, Library, MBSC Elmwood Room, PKI 158A, HPER 211, and ASH 300 you must have credit on the account with your UNO photo ID card. Money can be added to your account at cash value centers in MBSC (near the south entrance), in ASH (first floor vending area), and in the University Library. If you do not have a UNO photo ID you can purchase a guest card at the charging station. For printing in RH 401 check the following website for instructions:

<http://cba.unomaha.edu/it/enron>

You will need to use your UNO Net ID in order to use the computers in MBSC Elmwood Room and DSC 104.

## Off Campus Computer User Rooms

In partnership with community organizations, ITS has established community technology labs in North and South Omaha. These community outreach partnerships improve UNO students' access to technology. Locations include:

Community Technology Center  
4401 N. 21st (inside the Gateway Bldg)  
934-9860

LaFern Williams Center Lab  
3010 "R" St.  
444-7700

Check the ITS website for hours of operation, holiday hours (during fall/spring break, and between semesters), as well as available software and hardware.

## Laptop Loan Program



A generous alumnus donated over 30 laptops to UNO, starting in 1996, with the intent they be available for checkout to any UNO student who does not have a computer at home.

- Laptops are checked out in EAB 104 during normal business hours.
- Student must be enrolled in classes at the time of checkout.
- Must have a current student ID card.
- Laptops are checked out for one week at a time.
- A waiting list is maintained during times of high demand.
- Late fees are assessed at \$25 per business day.

## Distance Learning

<http://distance.unomaha.edu>

Distance Learning provides access and opportunity for individuals who cannot attend traditional classes on campus. With anytime, anywhere learning, more people are able to reach their educational goals.



UNO has recognized the need for distance learning programs and offers high quality, comprehensive and innovative distance education. Two of our programs have been nationally recognized for their student focus and innovation.

If you're ready for technology enhanced learning at a distance, visit <http://distance.unomaha.edu> to take a self-assessment quiz and learn more about the opportunities available at UNO.

### Browser recommendations

UNO systems, especially the UNO Net ID systems, do not work well with AOL's browser. If you use AOL as your Internet service provider, we recommend using Internet Explorer 5.0 (or higher), Netscape 7, or Mozilla Firefox 1.0 (or higher) as your browser once connected to AOL. *(ITS does not recommend Netscape 6.0)*

# Wireless Network Connectivity

<http://wireless.unomaha.edu>



UNO students, faculty, and staff can take advantage of extensive wireless connectivity on campus. Imagine not having to be stuck in a computer lab to do research on the internet. Send e-mail to classmates from the Milo Bail Student Center Food Court. Check for myUNO announcements from the

Library. If you have a laptop computer with an 802.11b compatible wireless card, you can access the Internet from areas across the campus. Areas are designated with wall-mounted signs indicating that you are in a wireless accessible zone. Most buildings now have at least partial wireless access.

## Information Kiosks

Need to do a quick check of your e-mail or myUNO courses, but don't want to take the time to go to a lab? Check out one of the ITS Information Kiosk computers at the following locations:

- Milo Bail Student Center TV lounge
- Milo Bail Student Center Food Court
- Milo Bail Student Center south entrance (outside Student Government office)

There are also kiosks near the Registrar's office in the Eppley Administration Building specifically setup for accessing E-BRUNO.

## Microsoft Software

The UNO Bookstore sells discounted Microsoft Software for students. For pricing information, current title availability, or for more details, please visit the Bookstore on the first floor of the Milo Bail Student Center or call them at 554-2336.

## Computer Usage Policy

All students, faculty, staff and visitors of University e-mail and computer systems are governed by Executive Memorandum 16: Policy for responsible use of University computers and Information Systems. A full text version is viewable at the website [http://www.nebraska.edu/about/exec\\_memo16.pdf](http://www.nebraska.edu/about/exec_memo16.pdf). Failure to comply with this policy may result in denial of access to University information systems or other disciplinary action.



The University of Nebraska is an affirmative action/equal opportunity institution.

# E-BRUNO

<https://ebruno.unomaha.edu>

E-BRUNO is the on-line registration service for UNO. To log into E-BRUNO use your Student ID number and the Personal Identification Number (PIN) assigned to you by the Registrar's office. The following services can be accessed through the system:

- Register for classes
- Drop and Add courses
- Check grades
- Check Financial Aid status
- Check class schedule
- View tuition statement
- Pay your tuition bill on-line
- Change personal data information
- Obtain transcripts
- Change your PIN
- e-FAN Financial Aid award notification

If you have forgotten your PIN, you will need to visit the Registrar's office, EAB 105, in person with photo identification. You can also have your PIN e-mailed to your myMail (Lotus Notes) account by going to <https://ebruno.unomaha.edu/php/ses/emailpin.html>. Put in your Student ID number and click submit. The PIN will be sent to your account within minutes.



## Virus Protection

Viruses can be a major problem for anyone who uses a computer. Infection can occur via e-mail messages (mail sent to and from your myMail account is automatically scanned), using a diskette in an infected computer, or downloading files from the Internet. Because it is so easy to accidentally get a virus, scanning software is available free of charge to all UNO students, faculty and staff. Visit <http://install.unomaha.edu> to download your copy today! Currently the software for Windows is McAfee and for Macintosh is Virex.

### links in this document:

<http://its.unomaha.edu>  
<http://distance.unomaha.edu>  
<https://ebruno.unomaha.edu>  
<http://install.unomaha.edu>  
<http://my.unomaha.edu>  
<http://myfolder.unomaha.edu>  
<http://mymail.unomaha.edu>  
<http://myuno.unomaha.edu>  
<http://myweb.unomaha.edu>  
<http://wireless.unomaha.edu>  
<http://www.ses.unomaha.edu>

