Law Student Computing Guide

BEFORE YOU BEGIN

Technical Services

GENERAL USE

Your UCLAW user account

Your CNetID user account

WIRED NETWORKING AT THE LAW SCHOOL

WIRELESS NETWORKING AT THE LAW SCHOOL

Where can I use my wireless connection?

PROTECTING YOUR COMPUTER AGAINST HACKERS AND VIRUSES

Updating your operating system

Anti-Virus software

Firewall

SETTING UP YOUR EMAIL ACCOUNT

Claiming your University CNetID and email account

What email programs are supported?

CONNECTING TO THE UNIVERSITY PROXY AND VPN

USING UCHICAGOBOX

EDUCATIONALLY DISCOUNTED SOFTWARE

Installation Media Replacements
Before you begin

All Law School exams are taken on your laptop. For this reason, it is important to verify that your computer is working properly several days before your exams so if it isn’t, you will have time to get it fixed. If you have any questions, please send an email to helpdesk@law.uchicago.edu.

Before you start, you will need the following items:

- Your Laptop
- Laptop Power Supply: Setting up your laptop computer can be time consuming.
- An Internet Connection
- UCLAW and CNetID username and password: See the next section of this guide if you have questions about this.

Technical Services

- Virus/Spyware Removal
- Hardware Troubleshooting
- Password Resets
- Data Recovery
- New Hardware Advice

** Law School IT is not responsible for backing-up your data if we work on your computer **

** Students are responsible for all data on their laptops **

General Use

Your UCLAW user account

Your UCLAW username is the same as your CNetID username. Contact the Help Desk if you have trouble logging in.

Default Passwords:

8 Digit UChicago Student ID + JD#  
(i.e. 12345678JD#)

UChicago Student ID can be found by logging into http://cmore.uchicago.edu/ using your CNetID username and password.

Your UCLAW account is issued by the University of Chicago Law School and used to:

- Log into Law School Computer Lab computers
- Authenticate printing from personal notebooks
- Log into Public Clinic and Student Journal computers

What is a good password?

A good password is a mix of upper and lower case letters, numbers, and special characters. Your Law School password must be at least eight (8) characters long and cannot contain your name or initials. It must have at least one (1) upper-case, at least one (1) lower-case, and at least one (1) number or special character.

Mixing letters, numbers, and symbols, such as t0P?Ccr3T (Top Secret) make passwords secure.

For the best security, we recommend you use a unique password for your UCLAW account and do not share passwords for different accounts.

Your CNetID user account

Your CNetID is issued to you by the University Information Technology Services (ITS) and is used to:

- Authenticate to the wireless network
- Log into Law School Library computers
- Submit Class Evaluations
- Access to Chalk and cMore
- Access to UChicagoBox storage
- Access online Library resources
- Connect to the University VPN

IT Services provides support for CNetID services. They can be contacted using the following:

Website:  http://its.uchicago.edu/  
Email:  itservices@uchicago.edu  
Telephone:  773-702-5800
Wired networking at the Law School
There are wired Ethernet ports throughout the law school for you to use. If you find a port that is not working, send an email to helpdesk@law.uchicago.edu.

Wireless networking at the Law School
The wireless network at the University of Chicago is supported by IT Services. For information regarding the wireless network, please go to http://wireless.uchicago.edu. If you are unable to connect to the wireless, come see the Help Desk.

Where can I use my wireless connection?
Wireless is available throughout the University of Chicago campus and throughout the Law School. For a complete list of wireless areas, please refer to the map at: http://wireless.uchicago.edu

During the regular academic quarter, wireless access is restricted in the classroom wing Monday through Friday between the hours of 8am-6pm. Individual instructors may request access for specific classes, but students may not request access in the classroom area.

 Protecting your computer against hackers and viruses
During the year, many students have their computers compromised by viruses or spyware. The recovery process is arduous, and can include erasing the hard drive. It is in your best interest to be proactive in keeping your computer safe. Please use Anti-Virus software to keep everyone safe. You should also keep your operating system up-to-date with the latest security updates and patches. Keeping your computer safe is an ongoing process, not just a one-time activity.

Updating your operating system

Apple OSX
1. To access Software Update, Click on the Apple symbol (Top-Left corner) and select Software Update.
2. Once the Software Update screen comes up follow the directions given.

Windows
1. To access Windows Update, open the Control Panel and go to Windows Update.
2. Once you have reached Windows Update, follow the directions given. Apply any critical updates.
   **Note: Microsoft releases new security updates on the second Tuesday of each month.**

Anti-Virus software
This software will protect your computer from viruses and other malicious software. Please beware that most antivirus software that comes with your computer is only licensed for 90 days or less. Also, do not run more than one antivirus software at the same time.

Where to get it
All Law School network users are required to have working and up-to-date virus software.

Most new computers come bundled with antivirus software. Comprehensive antivirus software is also available to you free of charge through the University’s Licensing Division. This program is available for install from: http://antivirus.uchicago.edu/

How to keep it up to date
Simply adding antivirus software to your machine will not ensure that your system will remain virus free. You must be vigilant about updating your virus definitions and running full-system scans to keep your system performing at its peak.

Antivirus clients are often preconfigured to update automatically on a daily schedule, but will only do so if your computer is powered on and connected to the Internet. Checking this manually from time to time may save you a headache during the year.
Firewall
The Firewall is used to prevent hackers from finding their way into your computer to cause malicious damage.

Apple OSX
1. Click the Apple symbol (Top-Left corner), Select System Preferences.
2. From there, Click Security & Privacy.
3. Once there, Select the Firewall tab. Verify that it is ON.

Windows
1. Click Start, open Control Panel.
2. Click Windows Firewall. Verify that it is ON.

Setting up your email account

Claiming your University CNetID and email account
For instructions on how to claim your CNetID, go to https://cnet.uchicago.edu/claimacct/index.jsp.

What email programs are supported?
Email programs that are supported by IT Services can be found at: http://answers.uchicago.edu/ and search for email configuration.

Connecting to the University Proxy and VPN
You can access campus resources by using the VPN. VPN programs that are supported by IT Services can be found at: http://answers.uchicago.edu/ and search for VPN.

Using UChicagoBox
The university now has an online storage system that gives you free cloud storage. For additional information on the system and how to use it, please go to: http://uchicago.box.com/

Educationally Discounted Software
Discounted software can be purchased from https://softwarediscount.uchicago.edu.

Installation Media Replacements
Due to licensing restrictions you will not be able to get replacements or buy a second copy. Make sure you keep your media and activation code safe.

If you have any further questions after reading this packet, please contact the Help Desk at helpdesk@law.uchicago.edu, by phone at 773.834.5300 or stop by in person in the third floor computer lab.