

Computer Access for UNCG Grounds and Housekeeping Staff



FREE BASIC COMPUTER TRAINING AND SUPPORT AT UNCG

- 1) Group: Staff Senate Service Committee offers trainings once per year
- 2) Group: ITS will offer monthly trainings, different topics
- 3) Computer Science club
- 4) Individual: UNCG Superlab Consultants (in SuperLab or call 256-8324)

OFF CAMPUS

- 1) Greensboro Public Library offers many classes, some on Saturdays. Call 335-5430.
- 2) Reading Connections offers computer literacy classes for students of their adult literacy program (230-2223)
- 3) GTCC offers five week computer classes for a \$78 fee

Users are strongly encouraged to use “virtual.uncg.edu” for additional security and to save any documents to their personal S Drive (not the desktop or My Documents).

Computers available to all Facilities Employees

- 1) ITS Labs in Bryan 211 & 221, Curry 304, Eberhart 160, Graham 202 & 313, MHRA 1305, Moore 322, Petty 222, Stone 127, Superlab(Library)
- 2) All computers in UNCG Library **in addition to** in the Superlab
- 3) Campus Supply Building –3 computers, with printers
- 4) Computers outside the Registrar’s office in Mossman, ONLY for UNCG websites

Users must adhere to all UNCG Computer Use Guidelines including no children, food, open drinks, loud noise or cell phone use in labs. Computers are to be used only during personal time and all UNCG computers are subject to monitoring by ITS to ensure acceptable use policies are followed. Labs sometimes reserved for classes.

NEVER Activated your UNCG email/computer account? Go to “<http://its.uncg.edu/Accounts/>.” Click on New Account Requests. Then click on Activate Default Accounts. You will need your UNCG ID number.

Activated your accounts in the past? They will not expire while you’re an active employee. After 90 days, all employees need to reset their passwords. To do so, go to “reset.uncg.edu.” If you do not know your username, call 6-TECH (256-8324).

PRINTING - Cost is 4 cents/page in ITS Labs. Money can be loaded on-to your UNCG ID card for printing in the ID Card center in EUC or on the machine in the Library by the checkout desk.