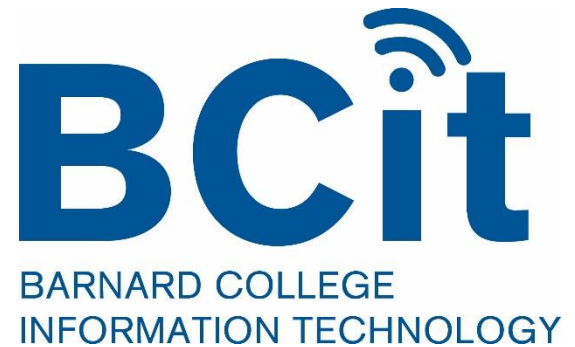Dear Incoming Student,

Welcome to Barnard! This letter provides you with a brief overview of computing and email at Barnard. For more information, please visit http://barnard.edu/studentcomputing/setupsecurity/newstudent.

BARNARD COLLEGE
INFORMATION TECHNOLOGY

Activating Your Accounts

You should activate both your Barnard login and password and your Columbia UNI and password. Please visit the "New Students" page at http://barnard.edu/studentcomputing/setupsecurity/newstudent to activate your accounts and find out the services you can access through them. **Please read all of the information listed on that page.**

The myBarnard Portal

myBarnard is the online campus portal designed to give you easy and secure access to Web-based student services at Barnard. The myBarnard portal is personalized to present each user with unique and relevant academic, administrative and support resources and information. You will need to access myBarnard to file required forms and access Student Planning for registration. You can access myBarnard directly at my.barnard.edu and log in using your Barnard login and password.

Mandatory Computer Setup

Before students connect their personal computers to the Barnard network, they must complete the Mandatory Computer Setup (MCS). Instructions are available online at http://barnard.edu/studentcomputing/setupsecurity/MCS. This is to protect your computer from virus attacks, including downloading antivirus and anti-spyware software, and configuring operating system updates. Barnard College offers Symantec Anti-virus to all students (with a UNI that is valid and has been activated) at no cost.

In addition, students should remove all file-sharing programs from their computers. Receiving or distributing copyright protected content can result in suspension from the University network and legal action from the copyright owners. For more information, please see http://barnard.edu/bcit/digital-copyright-compliance-information.

Wireless & Printing

First-year students living in Barnard housing can connect their personal computers to the Barnard Wireless network from their rooms. All first-year dorms have authenticated, secure wireless. Students may connect to the secure wireless network with their Barnard login and password by accessing "Barnard Secure" on their list of available wireless networks and typing in their credentials. Please note that **wireless routers (including Time Capsule for Macs) and wireless printing are not permitted in dorms with secure wireless**.

Owning a printer is not necessary since printing is available all over campus in various computer labs, residential halls and the Library, but some students prefer the convenience of having a personal printer in their rooms. As with wireless routers, wireless printing may interfere with your and other students' connection to the secure wireless network. So, if applicable, please **disable the wireless printing option** on your printer and bring the proper cable to connect your printer directly to your laptop.

Email Accounts

Students can access their Barnard email accounts through the myBarnard portal or directly by going to this link http://gbear.barnard.edu/. Your gBear account provides you with a substantial amount of space, but you should still delete unnecessary emails regularly from all folders. You can also configure your email for your mobile device, or you can forward your Barnard email to another address. Instructions are available at http://barnard.edu/bcit/software-and-applications/gbear/mail.

Phishing Scams

Occasionally, students receive **phishing scam emails** in their Barnard email that may **appear legitimate and claim to need personal information such as passwords or social security numbers**. Neither Barnard nor Columbia—nor any reputable business or organization—will ever ask for your login and password in an email. **Never** click on any links or reply to any message that does.

Labs and Printing

Barnard maintains four Computer Labs throughout the campus residence halls, 1 main open access lab in the Diana Center, as well as available computers and printing in the library. All information regarding hardware, software, scanning and printing is available here https://barnard.edu/studentcomputing/labs/computersprinters. The residence hall labs are open 24 hours a day during the academic year.

Barnard uses a controlled printing system, called Paw Print which manages your print quota. Students are provided with 100 pages per week of print quota, with an additional 100 floating pages over the course of the semester, at no cost. Students can also configure their personal computers to print to any Paw Print Printer across both Barnard and Columbia campuses. For more information about the Paw Print Printing system, please visit http://cuit.columbia.edu/pawprint.

Contact Us

If you are having problems with your computer, or have any questions, feel free to contact Barnard Student Computing. There are three general ways for you to get in touch with us:

- Email help@barnard.edu
- Call **(212) 851-9100**
- Come into the Diana Computer Lab located in room 307 Diana Center to speak to an Academic Computing Expert (ACE)

If you are **interested in working for BCIT,** apply here: http://barnard.edu/studentcomputing/work.

Reminders & Checklist

Phishing scams: Please be aware, often scammers tend to target incoming students with new accounts, please DO NOT click on any links or provide any personal information. **Never reply** to any message that asks for this information, **even if it appears to come from us**! Again, neither Barnard nor Columbia - nor any reputable business or organization - will ever ask for sensitive information such as your **password** or **Social Security number** via email. When in doubt please contact Student Computing!

Final Checklist – What to do before arriving on campus (check each item after you've completed it):

__ Activate your Barnard login and password
__ Activate your Columbia UNI and password
__ Complete the **Mandatory Computer Setup** instructions, available at http://barnard.edu/studentcomputing/setupsecurity/MCS.