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.

Information included in this letter:

I. Activating Your Account
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.

II. 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 your program online. You can access myBarnard directly at my.barnard.edu or through the “Students” link on the Barnard homepage, www.barnard.edu. Then, click on “myBarnard” on the right hand side under the Web Tools category. Log in using your Barnard login and password.

III. Buying Your Computer
Please note that students are not required to bring a personal computer to campus. If you do wish to have your own computer and don’t already own one, please visit http://barnard.edu/studentcomputing/setupsecurity/sysrecs for our recommendations for student computers. Barnard students who have activated their UNIs receive educational discounts on products that they buy through Barnard’s Dell buying program and Columbia University’s Apple store.

IV. 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. The MCS explains how 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. Getting caught 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.

V. Network Information
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.

VI. Email Accounts and Scams
Students can access their Barnard email accounts through 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.
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.

VII. Labs and Printing
Barnard maintains four student computer labs in the campus residence halls and one in the library. All of the computers in these labs are connected to the Barnard network and provide access to Microsoft Office, statistical software, and online library resources. The residence hall labs are open 24 hours a day during the academic year. The residence hall labs have Dell computers as well as laser printers and most have Macintosh computers. The main computer lab, located in the Diana Center (Room 307), houses both Dell and Macintosh computers, scanners, and laser printers.

Barnard uses a controlled printing system, called NiNJa. Students are allowed to print 100 pages per week, with an additional 100 floating pages over the course of the semester, at no cost. For more information about the NiNJa system and other printing services at Barnard, please visit [http://barnard.edu/studentcomputing/labs/computersprinters](http://barnard.edu/studentcomputing/labs/computersprinters).

Students can also configure personal computers to print on the NiNJa system. For detailed instructions on how to set this up please visit [http://barnard.edu/studentcomputing/labs/computersprinters/printfrompersonalcomputer](http://barnard.edu/studentcomputing/labs/computersprinters/printfrompersonalcomputer).

Owning a printer is not necessary, 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.

VIII. Backing up
You should back up all data on your computer regularly. Barnard students have several options:
- USB Flash Drive: Many students use these popular small portable devices to store documents and other important files. If you are purchasing a computer, most manufacturers allow you to add a USB key to your purchase for minimal additional cost.
- External hard drive: Students can use these larger hard drives to back up all of the data on their computers. (This is highly recommended to have in case something happens to your computer)
- CourseWorks: All Barnard and Columbia students have access to CourseWorks, available at [http://courseworks.columbia.edu](http://courseworks.columbia.edu). In addition to being used for many courses for online discussions, emails, etc, students all have a personal folder that can be used to store files.

IX. 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 on the 3rd floor of the 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](http://barnard.edu/studentcomputing/work).

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**X. Reminders & Checklist**

- **Phishing scams:** 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. Never reply to any message that does, even if it appears to come from us!

- If applicable bring all the CDs that came with your computer to campus with you—including any operating system CDs, driver CDs, and installation CDs for your programs.

**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](http://barnard.edu/studentcomputing/setupsecurity/MCS).

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