Abstract: This document provides the Engineering and Architecture students with necessary information for using all computing facilities in the School.
### Document Log

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<th>Date</th>
<th>Comment</th>
<th>Author</th>
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<td>15/08/2006</td>
<td>Initial release</td>
<td>W. Zaatar</td>
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</tbody>
</table>
## CONTENT

1. INTRODUCTION ............................................................................................................................................. 5

2. SCHOOL LABS GENERAL INFORMATION ............................................................................................. 5
   2.1. LABS AND LOCATIONS ON CAMPUS ................................................................. 5
   2.2. LAB ACCESS ............................................................................................................. 6
   2.3. LAB RULES AND REGULATIONS ................................................................. 6
   2.4. LAB ASSISTANTS ................................................................................................. 7
   2.5. LAB SUPERVISORS .............................................................................................. 7

3. COMPUTING LABS ACCOUNTS ................................................................................................................. 8
   3.1. RATIONALE ........................................................................................................... 8
   3.2. COMPUTER ACCOUNT CREATION .................................................................. 8
   3.3. COMPUTER ACCOUNT DELETION / TERMINATION ........................................... 9
   3.4. COMPUTER ACCOUNT SUSPENSION .................................................................. 9

4. CONCLUSION ................................................................................................................................................ 10

5. APPENDIX ...................................................................................................................................................... 11
   5.1. APPENDIX 1 – DETAILED STUDENT ACCOUNT CREATION ................................. 11
       5.1.1. Guest Logon .................................................................................................... 11
       5.1.2. Activation Token .......................................................................................... 12
       5.1.3. e-ID Verification ............................................................................................ 13
       5.1.4. Rules and Regulations .................................................................................. 14
       5.1.5. Username/Password Selection ....................................................................... 14
   5.2. APPENDIX 2 – BASIC STUDENT ACCOUNT WALKTHROUGH .............................. 16
       5.2.1. User Logon ..................................................................................................... 16
       5.2.2. Engineering Website ..................................................................................... 16
       5.2.3. Public Drive (P:) ............................................................................................ 16
       5.2.4. Common Academics Drive (Z:) ................................................................... 17
       5.2.5. My Documents (H:) ....................................................................................... 17
       5.2.6. Installation Privileges .................................................................................... 17
       5.2.7. Calling an Assistant ...................................................................................... 17
   5.3. APPENDIX 3 – SCHOOL WEB SERVICES PAGES .................................................. 18
       5.3.1. Online courses: ............................................................................................... 18
1. INTRODUCTION

This document aims at helping newly enrolled Engineering and Architecture students in using the computing facilities on campus. It also provides currently enrolled students with updated information on newly available services in the labs. An electronic downloadable copy of this file can be found at http://services.sea.lau.edu.lb/services/faq as well as on the Common Access Drive (Z). Should you have any comments, please contact the author at his email address.

2. SCHOOL LABS GENERAL INFORMATION

2.1. LABS AND LOCATIONS ON CAMPUS

Several labs are available to service the school of Engineering and Architecture students. The following tables give a short description of these labs as well as their location:

<table>
<thead>
<tr>
<th>General Use Labs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Room</strong></td>
</tr>
<tr>
<td>ARC201</td>
</tr>
<tr>
<td>ENG602</td>
</tr>
<tr>
<td>ENG605</td>
</tr>
<tr>
<td>ENG709</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialized Labs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Room</strong></td>
</tr>
<tr>
<td>ARC102</td>
</tr>
<tr>
<td>ARC108</td>
</tr>
<tr>
<td>ARC204</td>
</tr>
<tr>
<td>ENG603</td>
</tr>
<tr>
<td>ENG604</td>
</tr>
<tr>
<td>ENG606</td>
</tr>
<tr>
<td>ENG607</td>
</tr>
<tr>
<td>ENG609</td>
</tr>
<tr>
<td>ENG609A</td>
</tr>
<tr>
<td>ENG708</td>
</tr>
<tr>
<td>SCI102</td>
</tr>
</tbody>
</table>
The general use labs are computer labs and provide access to all the school’s student population with a ‘prioritization’ that may be enforced by the lab supervisors in peak periods (Exams, Due-dates, etc…) whereas the specialized labs are geared towards a certain major and access to these labs is most of the times restricted to the students in that specific major.

2.2. LAB ACCESS

All general access labs are open every day from 08:00am till 04:30pm during the Fall and Spring semesters and from 07:30am till 02:30pm during the Summer I and Summer II modules. In addition, these labs have an extended schedule and even overnight operations in peak periods (Exams, due dates, etc…). All labs have a detailed schedule posted on their doors during the semesters. If you need to come beyond the opening hours, the following steps need to be followed:

1. Download the ‘Late Overnight Request (SEA_01)’ form from the school services page at http://services.sea.lau.edu.lb/services/labs
2. Secure the instructor approval and signature.
3. Write down the name and IDs of all students who will be coming during the requested period.
4. Submit the form to the concerned lab supervisor; see section 2.5 for lab supervisors’ contact information.

As for specialized labs, they are open during class hours or assigned sessions. These labs also have their detailed schedule posted on their doors. The procedure to have access to these labs during non-standard hours is the same as the one for general access labs.

2.3. LAB RULES AND REGULATIONS

All specialized labs have a set of safety rules and regulations. You are kindly requested to contact the appropriate lab supervisor if you are not sure about the rules and regulations for a specific lab. The following rules are however applied in all labs:

1. Eating, drinking and bringing any kind of food is not allowed.
2. Smoking is not allowed.
3. Mobile phones cause interference with equipments and bother your fellow students while they are working. You are kindly requested to switch off or mute your mobile phone prior to entering the lab.
4. Shouting, generating noise and bothering other fellow students is also not acceptable.
5. General access labs have computers equipped with headsets. Should you want to work and listen to music concurrently, you are kindly requested to use the provided headsets. If no headset is available at your end, please contact the closest lab assistant (see section 2.4) or corresponding lab supervisor (see section 2.5) to get one.
Students deemed to be in violation of the above will be asked by the supervisor to leave the lab. Students who repetitively fail to abide by the above may be disallowed access to the labs and will have their computing accounts suspended as well as disciplinary action may be taken against them by the concerned department/school.

2.4. LAB ASSISTANTS

All general purpose labs and some specialized labs have dedicated students’ assistants. These students will have their schedule posted either offline or online (See section 5.3 for more information about online services) and will be more than happy to assist you during your use of the school lab facilities.

2.5. LAB SUPERVISORS

At the date of writing this document, the following people are currently in charge of the School labs:

<table>
<thead>
<tr>
<th>Lab</th>
<th>Supervisor</th>
<th>Office</th>
<th>Extension</th>
<th>e-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture (Computing)</td>
<td>Mr. Jad Noujaim</td>
<td>ARC201C</td>
<td>2395</td>
<td><a href="mailto:jad.noujaim@lau.edu.lb">jad.noujaim@lau.edu.lb</a></td>
</tr>
<tr>
<td>Architecture (Shop)</td>
<td>Mr. Shaker Azzi</td>
<td>ARC108</td>
<td>2370</td>
<td><a href="mailto:shaker.azzi@lau.edu.lb">shaker.azzi@lau.edu.lb</a></td>
</tr>
<tr>
<td>Elec. Eng’g (Specialized)</td>
<td>Mr. Tanios Mezher</td>
<td>ENG610</td>
<td>2197</td>
<td><a href="mailto:tmezher@lau.edu.lb">tmezher@lau.edu.lb</a></td>
</tr>
<tr>
<td>Engineering (Computing)</td>
<td>Mr. Wadih Zaatar</td>
<td>ENG602A</td>
<td>2359/2779</td>
<td><a href="mailto:wzaatar@lau.edu.lb">wzaatar@lau.edu.lb</a></td>
</tr>
<tr>
<td>Mechanical (Specialized)</td>
<td>Ms. Nicole Wehbe</td>
<td>ARC204</td>
<td>2264</td>
<td><a href="mailto:njwehbeh@lau.edu.lb">njwehbeh@lau.edu.lb</a></td>
</tr>
</tbody>
</table>

Please contact the appropriate people for your requests/comments.
3. COMPUTING LABS ACCOUNTS

3.1. RATIONALE

All Engineering and Architecture students are entitled to having one computer account during their stay at LAU. This account is assigned and created as per section 3.2 and terminated as per section 3.3. The following limitations apply to students accounts:

<table>
<thead>
<tr>
<th>Major</th>
<th>Class</th>
<th>Disk Quota</th>
<th>Printing Quota</th>
<th>Internet Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture</td>
<td>Any</td>
<td>1GB</td>
<td>1000 pps (**)</td>
<td>Restricted Kbps(***))</td>
</tr>
<tr>
<td>Architecture</td>
<td>Senior/ 5th Year</td>
<td>2GB or more(*)</td>
<td>1000 pps (**)</td>
<td>Restricted Kbps(***))</td>
</tr>
<tr>
<td>Engineering</td>
<td>Any</td>
<td>500MB</td>
<td>1000 pps (**)</td>
<td>Restricted Kbps(***))</td>
</tr>
<tr>
<td>Engineering</td>
<td>Senior / FYP</td>
<td>1GB or more(*)</td>
<td>1000 pps (**)</td>
<td>Restricted Kbps(***))</td>
</tr>
<tr>
<td>Engineering</td>
<td>Master’s</td>
<td>2GB or more(*)</td>
<td>5000 pps (**)</td>
<td>High band on demand</td>
</tr>
</tbody>
</table>

(*) Based upon the Advisor/Instructor approval only. The students needs to fill the form SEA_02 available at http://services.sea.lau.edu.lb/services/labs and secure his advisor’s/instructor’s signature then submit the form to the appropriate computing lab supervisor (See section 2.5)

(**) The default quota is 1000 pages per semester, automatically reset at the beginning of every semester. The two summer modules count for one semester. An extension for the quota can be requested by the advisor/instructor by filling the same form as above (*)

(***) The Engineering and Architecture labs are providing Quality of Service control on the bandwidth allowing equal bandwidth sharing for all students.

3.2. COMPUTER ACCOUNT CREATION

The list of newly registered students is sent by the registrar to computing labs supervisors at the beginning or every semester and as such, you should be able to get your account created once the “Add and Drop” period ends. To create your account, please follow the detailed procedure described in the Appendix 1 – Detailed student account creation section. You are also encouraged to read the Appendix 2 – Basic Student Account walkthrough section to familiarize yourself with the computing environment in the Engineering and Architecture Laboratories.

At present, students transferring from the Beirut Campus need to pass by the appropriate computing lab supervisor (See section 2.5) with their LAU plastic ID before following the above procedure.

Also, do note that all students computer accounts are roaming, which means that you can login to your account from any computing location (general as well as specialized) in the Engineering and Architecture laboratories. Make sure to read the Appendix 2 – Basic Student Account walkthrough section to familiarize yourself with the environment.
3.3. COMPUTER ACCOUNT DELETION / TERMINATION

Your lab account will follow you until your last day of studies at LAU. When you apply for graduation and fill the Graduation Exit form available at the registrar’s office, you will be given 48 hours to clear up all the data in your account as it will be marked for deletion.

3.4. COMPUTER ACCOUNT SUSPENSION

In the rare cases described below, your computer account will be suspended and will not be reactivated without a special request and approval sent to the concerned chair of the department:

1. Failure to abide by the rules set in section 2.3 (Lab rules and regulations).
2. Account misuse (Illegal use of the account to hack into the LAU computing labs servers and/or LAU’s general servers/services as set by the LAU computing policy) will lead to account suspension and Academic pursuits as per the rules described in the following link: http://www.lau.edu.lb/academics/rules-regs/discipline.html
3. Account impersonation (Illegal use of someone else’s account).
4. A lab supervisor suspecting illegal activity on a student account will suspend this account and an online or offline notice will be posted to warn the student accordingly.
4. CONCLUSION

This short manual was designed to assist new coming Engineering and Architecture students as well as providing a reference for old/returning students about services available in the school labs. If you have any comments, do not hesitate to contact the author, either directly or by email.
5. APPENDIX

5.1. APPENDIX 1 – DETAILED STUDENT ACCOUNT CREATION

This procedure applies to Engineering and Architecture students only. Other students will need to use the Science Computer Centre in SCI308 for their computing requirements.

5.1.1. Guest Logon

Pick any computer workstation in the Engineering or Architecture Laboratories. If the screen is blank, simply move the mouse to get the display back on. You should get the following login window:

![Login Window](image)

Fill in the Username Field with ‘Guest’, leave the password field blank.

If you are an Engineering Student, click the ‘Log on to’ dropdown menu and select ‘ENG’. If you are an Architecture/Design Student, select ‘ARC’. **Incorrectly selecting the ‘Log on to’ drop down will prevent you from activating your account properly.**

Click the ‘Ok’ button and wait for the account to login, which will happen in a few seconds.
5.1.2. Activation Token

Once the account has completed its logon, open the ‘Internet Explorer’ application. You should be automatically redirected to the default ‘no access’ page:

Click on the ‘Activate your Account (e-ID)’ link; you will be presented with another window which will ask you for your LAU ID number and activation key. Your activation token consists of the first 3 letters of your full name (First name, Father’s name and Last name). Simply fill in your ID and activation key and press the ‘Activate’ button.
5.1.3. e-ID Verification

If you are not redirected to the rules and regulations page, and instead get an invalid ID/Activation page, then the information you entered is probably incorrect or your registration data has not been received by the School of Engineering and Architecture IT unit. In this case, you have to pass by the appropriate lab supervisor (see section 2.5) to validate your e-ID activation token.

If the information is correct, you will be taken to a recapitulative welcome screen:

Please verify that the information is correct and simply click the ‘click here’ link to activate your account. If the information is not completely correct, you are kindly requested to close the window, log off from the account and immediately contact the concerned lab supervisor (see section 2.5) to correct the displayed information.
5.1.4. Rules and Regulations
You are now redirected to the Rules and Regulations governing access to the labs. Please read these rules carefully. And click on the ‘I agree’ link. You must agree on these rules and regulations to be able to create you account.

5.1.5. Username/Password Selection
Once you click on the ‘I agree’ link, you will be redirected to Username/Password screen:

First, select your username, no spaces or special characters (*, &, #, !, (, ), etc…) are allowed in the username field.

Then, select your password; it is advisable to use a strong password consisting of at least 6 characters, with letters (both uppercase and lowercase), numbers, and special characters.
Retype your password to verify it. Note that the password will not be displayed as you type it. Instead you will see a sequence or rounded shapes that indicate how many characters you typed so far. Once you are ready, simply click the ‘Activate my e-ID’ button.

Please note the following:

- If your username has already been taken, you will receive an error message asking you to choose another username instead.
- If your password and verify password fields do not match, you will also be asked to retype your username and password again.

If your username is not already taken and your password is ok, your account will be created, at which point you will see the following output on screen:

And your account is now fully active. You can log off the ‘Guest’ account now.

Please allow up to 5 minutes for the information to propagate on the network, you will then be able to get access to your account. Welcome aboard!
5.2. APPENDIX 2 – BASIC STUDENT ACCOUNT WALKTHROUGH

5.2.1. User Logon

Pick any computer workstation in the Engineering or Architecture Laboratories. If the screen is blank, simply move the mouse to get the display back on. You should get the following login window:

![Login Window]

Fill in the Username Field with your username and the password field with your password. If you haven’t created your account yet, check the section 5.1 to learn about creating your account in the Engineering and Architecture labs.

If you are an Engineering Student, click the ‘Log on to’ dropdown menu and select ‘ENG’. If you are an Architecture/Design Student, select ‘ARC’. Incorrectly selecting the ‘Log on to’ drop down will prevent you from logging in your account properly.

Click the ‘Ok’ button and wait for the account to login, which will happen in a few seconds.

5.2.2. Engineering Website

When you are logged on, the engineering website will start up: [http://services.sea.lau.edu.lb/](http://services.sea.lau.edu.lb/) this would be the main page where you could access different online services. Refer to section 5.3 for further details.

5.2.3. Public Drive (P:)

This drive can be accessed through “My Computer” it has the drive letter P: , in short it is a shared drive, it is used for information sharing between students and for public announcements, also some music can be found on that drive.

**Note** that the public drive on the ‘eng’ domain differs from the public drive on the ‘arc’ domain.
5.2.4. Common Academics Drive (Z:)
This drive contains various programs, installation files, licenses, and basic forms to be used. Students can only read information found on this drive, whereas faculty members have the read/write privileges.

5.2.5. My Documents (H:)
The H: drive maps directly to the “My Documents” on each user’s account, therefore it also indicates the remaining disk quota available. (Right click ➔ properties). To view the original size of your account please refer to section 3.1.

5.2.6. Installation Privileges
It is to be noted that students do not have the privileges to install programs on the PCs in order to reduce risks. All setup or installation should be performed by the system administrator.

5.2.7. Calling an Assistant
When needing help in any matter concerning software or hardware issues in the lab, simply click on the ‘Call an Assistant’ button (which starts up with the account), and post your message which will be broadcasted to all available assistants in the room who will be more than willing to help.
5.3. APPENDIX 3 – SCHOOL WEB SERVICES PAGES

Currently, the school of Engineering and Architecture is supporting the following websites:

- The main School page, at http://www.sea.lau.edu.lb or http://sea.lau.edu.lb
- The services page, at http://services.sea.lau.edu.lb
- The Department of Electrical and Computer Engineering page, at http://services.sea.lau.edu.lb

In this appendix, you will learn about the services page (Item 2), which contains most of the dynamic elements available for the School of Engineering and Architecture students.

5.3.1. Online courses:
Click on the online courses title on the main page to open the page seen below:

You can then choose the corresponding course by clicking on its title. A new page will open showing the course details.

You will be able to check:

- New announcements
- The syllabus
- Assignments available
- Handouts available
- Gradebook

Moreover, you will be able to submit homework’s and assignments online.
Clicking on the **banner access** title on the main page will open the page seen below. From there you can enter the secure area by entering the username and password or you can check the course catalogue and the class schedule.
Clicking on the **office practice forms** title on the main page will open the page seen below:

![Office Practice Forms Page](image)

This link provides downloadable ‘PDF’ forms, in both English and Arabic languages, for engineering and architecture majors to perform the required office practice.
Clicking on the **labs access** title on the main page will open the page seen below:

![Image of the webpage](image)

### Engineering and Architecture Labs Documentation and Manuals

**Essential Documents**
- [The Student Lab Manual for Engineering and Architecture Students](#)

**Forms and Downloadables**
- [Late Overnight Request (SEA_01) form](#)
- [Account Extension (SEA_02) form](#)

That is the webpage where the document you are currently reading is found, “The Student Manual for Engineering and Architecture Students”. Also you may find the downloadable forms of the Late Overnight Request (SEA_01) form see section 2.2 and the Account Extension (SEA_02) form see section 3.1.
Clicking on the **job offers** title on the main page under alumni will open the page seen below:

![Job Offers](image)

**Disclaimer:** The results you get from this query are based on Job Offers submitted to the school of Engineering and Architecture by several national and international companies. Vacancies for these jobs may or may not be available by the time you check them out.

Clicking on the **webmail** will popup a the LAU web mail page which can also be accessed by entering the following link:

[http://mail.lau.edu.lb](http://mail.lau.edu.lb)
Clicking on the **faq** title on the main page under internal pages will open the page seen below:

**Engineering Labs - Frequently Asked Questions**

**Installations**

**Operating Systems Installations**
- Windows 2000 Manual Installation (Engineering Labs Network Only)
- Linux Fedora Core 1 Manual Installation (Engineering Labs Network Only)
- Linux Mandrake 9.1 Manual Installation (Engineering Labs Network Only)
- Linux Fedora Core 4 Manual Installation (Engineering Labs Network Only)

**Software Installations**
- I-Desk Master Series 99 Manual Installation
- Matlab R6 Real Time Workshop Serial Compiler
- Robot 15.5 + CBS Manual Installation

**Drivers Installations**
- Altera Max+Plus II Installing Driver Installation (Windows 2000 Version)
- Altera Max+Plus II Installing Driver Testing (All Versions)

**Misc. Operations**
- Linux CD Copying/Burning

**Troubleshooting**

- Mathematica is asking for the password, what shall I do?
- When I try to print a file, I get a message saying that I am not authorized to print in the Labs, what shall I do?
- How do I activate my account at the Engineering Labs?
- How do I remove a Windows2000 PC?

This page includes various tutorials or step-by-step walkthroughs for installing programs and operating systems. Note that some installations relate to the Engineering Labs Network domain. Moreover there is a small troubleshooting section that answers some of the students’ frequently asked questions.