Abstract: This document provides the Architecture students with necessary information for using all computing facilities in the School.

We Will be using “Architecture” students and it will include Architecture, Interior Architecture and Interior Design students.

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<th>Comment</th>
<th>Author</th>
</tr>
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<td>1.0</td>
<td>02/09/2008</td>
<td>Initial release</td>
<td>Jad Njeim</td>
</tr>
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<td>1.1</td>
<td>07/03/2010</td>
<td>Update 1</td>
<td>Jad Njeim</td>
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<td>1.2</td>
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<td>Update 2</td>
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<td>1.3</td>
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<td>Update 3</td>
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<td>Update 4</td>
<td>Jad Njeim</td>
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1. INTRODUCTION

This document aims at helping newly enrolled 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 (web page to be specified). 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 Architecture students. The following tables give a short description of these labs as well as their location:

<table>
<thead>
<tr>
<th>Room</th>
<th>Title</th>
<th>End-Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC201</td>
<td>Roy Badro Computer Lab</td>
<td>For All Arch. &amp; Design Students</td>
</tr>
<tr>
<td>ARC602</td>
<td>Grad Arc Computer Lab</td>
<td>Priority for Architecture Des VII, VIII, IX and X</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 08:30pm during the Fall and Spring semesters and from 07:30am till 02:30pm during the Summer semester. 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, you will need to contact the secretary of the school and inform her of the labs you will be using and to what hours and who will be the responsible student or send all the information to arclab@lau.edu.lb

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, drink and bringing any kind of food is not allowed.
2. Smoking is not allowed.
3. Mobile phones cause interference with equipment 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.

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 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 Computer Lab</td>
<td>Mr. Jad Njeim</td>
<td>ARC201C</td>
<td>2395</td>
<td><a href="mailto:jad.njeim@lau.edu.lb">jad.njeim@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 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>1.5 GB</td>
<td>5000 PPS (**)</td>
<td>Restricted Kbps(***))</td>
</tr>
<tr>
<td>Architecture</td>
<td>Senior/ 5th Year</td>
<td>2 GB or more(*)</td>
<td>5000 PPS (**)</td>
<td>Restricted Kbps(***))</td>
</tr>
</tbody>
</table>

(*) Based upon the chairman approval only.

(**) PPS: Page Per Semester. The default quota is 50$ per semester, automatically reset at the beginning of every semester. An extension for the quota can be requested by the chairman approval only

(***) The 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/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 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 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 LAU policies and Procedures.
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 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 Architecture, Interior Architecture and Interior Design students only. Other students will need to use all other computers lab in their respective schools for their computing requirements.

5.1.1. Guest Logon
Pick any computer workstation in the Architecture Laboratories. If the screen is blank, simply move the mouse to get the display back on.

Fill in the Username Field with ‘Guest’, and for the password, put ‘123456789’.

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 ‘http://accountcreation/’ 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 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 your account.
5.1.5. Username/Password Selection

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

First, note that your username will be your name.familyname same as your LAU email, 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 7 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, and will be 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 Architecture Laboratories. If the screen is blank, simply move the mouse to get the display back on.

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 Architecture labs.

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