

## Using Computer Resources at HMC

This information sheet will help you get started using your various computing accounts here at HMC.

### Accounts

Computing and Information Services provides accounts on several different types of systems:

- ▼ **Alice and Charlie:** *Windows 2003 file servers*  
CIS has two Windows 2003 file servers: *Charlie*, the academic file server, and *Alice*, the administrative file server. The file servers are used to store our Macintosh and Windows software. Each user also has a home directory on the appropriate server where they can store their files. Student home directories are organized in separate volumes on *Charlie* by their class year. Faculty and academic staff home directories are organized by department on the volume called *Charlie.Home*. Administrative staff home directories are organized by department on the *Alice.Home* volume.

Please use the file server to store your files when you are working in the CIS labs. Do NOT store your files on the desktop, in 'My Documents,' or the local hard drives. While CIS has supported Windows roaming profiles in the past, we are in the process of phasing them out in order to improve performance in the PC labs. Please save your files in your Home directory (H: drive on the PCs or your Charlie home directory on the Macs) or on an external storage device that you maintain.

Faculty and staff can also choose to set up shared space in their departmental directories in order to share files with colleagues. Faculty can use the *Charlie.Courses* volume to share files with students. Clinic projects are given shared space on *Charlie* in the *Charlie.Clinic* volume.

*Charlie's* full address is [charlie.ac.hmc.edu](http://charlie.ac.hmc.edu) and *Alice's* full address is [alice.admin.hmc.edu](http://alice.admin.hmc.edu).

#### ▼ Mailbox-01 and Mailbox-02

*Mailbox-01* and *Mailbox-02* are our two Zimbra Collaboration Suite servers. Zimbra is an open-source alternative to Microsoft Exchange and provides email, personal and shared calendars, and contacts. Faculty and staff receive accounts on Mailbox-01 and students receive accounts on Mailbox-02. Both servers authenticate using our LDAP directory server.

The easiest way to access your email, calendars, and contacts is through the rich web interface at <http://mailbox-01.hmc.edu> or <http://mailbox-02.hmc.edu>. Mozilla Firefox is the recommended browser.

The full addresses of the servers are [mailbox-01.hmc.edu](http://mailbox-01.hmc.edu) and [mailbox-02.hmc.edu](http://mailbox-02.hmc.edu).

#### ▼ Sakai

Sakai is an open source Collaborative Learning Environment that can be used for course web sites or for creating shared project sites. CIS automatically creates Sakai sites for all of the courses taught at the Claremont Colleges. Your username on Sakai is your regular username followed by "@hmc". Sakai authenticates using our LDAP directory server. The address for the Sakai server is <http://sakai.claremont.edu>.

#### ▼ HMC Web Portal

Faculty and students also receive an account on the HMC Web Portal. Faculty can use the Portal to check their course lists, submit grades, and manage their advisees. Students can use the Portal to see their course schedule, grades and GPA. The address of the HMC Web Portal is <https://portal.hmc.edu/>.

#### ▼ Odin: *Linux server*

*Odin* is our general-use Linux computer for students. *Odin's* primary use is to host student web pages. *Odin* authenticates using our LDAP directory server. *Odin's* full address is [odin.ac.hmc.edu](http://odin.ac.hmc.edu).

#### ▼ Thuban and HMCADM: *VMS mainframes*

Before we began using the Zimbra Collaboration Suite *Thuban* and *HMCADM* were used by faculty and staff for email, but are now used primarily to authenticate some Web services and for authentication to our VPN (Virtual Private Network).

*Thuban's* full address is [thuban.ac.hmc.edu](http://thuban.ac.hmc.edu). *HMCADM's* full address is [hmcadm.admin.hmc.edu](http://hmcadm.admin.hmc.edu).

#### ▼ Postini: *Virus and spam service*

HMC has out-sourced our virus and spam checking to an outside service called Postini. All students, faculty, and staff receive accounts on Postini which allows them to login to the Postini web site and check their quarantined messages. Users can also modify their virus and spam settings to make them more or less aggressive. Postini's web site is located at <http://www.postini.com>.

### Passwords

CIS continues to work towards the implementation of a single sign-on system at HMC. At this time, several CIS accounts use the same password by authenticating against our LDAP directory server. Your LDAP password is used when logging in to Mailbox-01/Mailbox-02, Sakai, Odin, and in the Mac Labs. Alice/Charlie, the HMC Web Portal, and Postini all have their own separate passwords.

## PC Labs

In order to use one of the PCs in the CIS PC labs you will first need to login using your *Charlie* or *Alice* username and password. Your home directory will be mapped to the H: drive. The I: drive is mapped to the volume that your home directory is located in. On *Charlie* the J: drive is mapped to the Clinic volume.

Applications are located in the Start/Programs menu. There are also shortcuts to some of the more popular applications on the desktop. To change your *Charlie* or *Alice* password in the CIS labs press Ctrl+Alt+Delete and click the Change Password button. Follow the instructions to enter your new password. To logout press Ctrl+Alt+Delete and click the Logout button.

## Macintosh Lab

Logging in to the Mac lab is different than logging in to the PC lab. To login to the Mac lab, users must provide their LDAP login name and password. During the login process users' *Odin* home directories are automatically mounted as their OS X home directory. So users will need an *Odin* account in order to login to the Mac lab.

Users can then manually mount their home directory on the Windows 2003 file server. To mount your home directory on *Charlie* select the Go to Server command under the Go menu in the Finder. Type the address `smb://charlie.ac.hmc.edu` and then type in your username and password. To login to *Alice* type `smb://alice.admin.hmc.edu`.

Applications are located in the Applications folder on the local drive or in the Applications/Utilities folder. To logout in the Mac lab select Logout from the Apple menu.

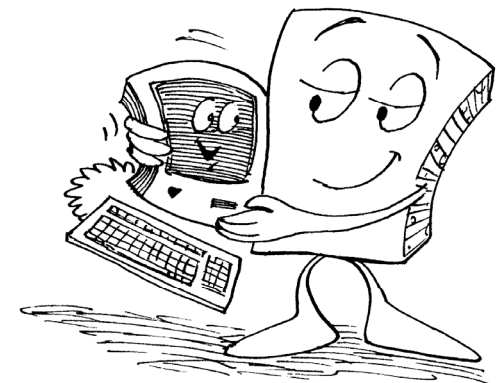
## Appropriate Use Policy

The computing environment at HMC is fairly relaxed, but we do have some guidelines for appropriate use of the college's computing resources. Here's a brief summary:

1. You're responsible for your accounts. Don't tell anyone your passwords.
2. Don't read other people's files unless they say you can.
3. Don't try to break into systems or gain access beyond what you're allowed.
4. Don't harass other users.
5. Don't hog resources.
6. Don't leave a station unattended for more than 10 minutes; someone else will be allowed to use the computer at that time.
7. Don't copy commercial or otherwise copyrighted software or other material.
8. Make backups of vitally important data.
9. Don't forge email or otherwise impersonate other users.
10. Don't create or spread viruses.

The full Appropriate Use Policy is available on the CIS Web site at <http://www.hmc.edu/about/administrativeoffices/cis1/policies/claremontAUP.html>.

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