



The Brody School of Medicine at East Carolina University
600 Moyer Blvd
Greenville, NC 27834

First Year Medical Student Orientation Laptop Training



Contact:

Susan Thornton
Information Technology & Computing Services
Academic Computing @ Brody School of Medicine
Brody 2N45A
252-328-9270
thorntons@mail.ecu.edu

ACE-West

Laupus Library
2nd Floor Computer Lab
252-744-5380

East Carolina University, Brody School of Medicine Policies & Support

East Carolina University has established guidelines that govern uses of the network, non-support computers, plagiarism, academic integrity, student conduct, and HIPAA (Health Insurance Portability and Accountability Act of 1996) compliance. Please be aware that if these policies are not followed it could result in suspension and dismissal from the university. To refer to all policies please visit the following sites:

Computer/Networking Issues	http://www.ecu.edu/itcs/policies/
Student Handbook	http://www.ecu.edu/studenthandbook/
Copyright Issues	http://www.loc.gov/copyright/title17/92chap1.html
HIPAA Compliance	http://www.hhs.gov/ocr/hipaa/

If you should have further questions regarding the university policies, you should contact:

Copyright Issues
Martha Van Scott, Copyright Officer
Greenville Centre 2200 Ch 2403
Greenville, NC 27858
Phone: (252) 328-9547

Common Questions about Computer Misuse and Copyright Violations

What are the most common types of copyright violations?

The most common complaints concern unauthorized distribution of copyrighted music and movies, although software is also frequently a basis for receipt of a complaint.

Who is notified when a copyright has been violated?

Typically, the copyright owner or the owner's officially designated agent sends an email to East Carolina University with the details of what material is being compromised, by whom and the dates of the activity was observed. In compliance with Federal laws (Digital Millennium Copyright Act) a university staff member researches the information to identify probable offenders, advise them to immediately cease the illegal activity and refers that information to the Office of Student Conflict Resolution.

What happens AFTER ECU has been notified of a copyright violation?

Your network port will be deactivated. You will be sent a notice: It has come to our attention that copyrighted material is available for public access from a computer in your room. Specifically, (a) copyrighted video recording(s) of ... You will then need to contact the Office of Student Conflict Resolution and make an appointment to discuss the issue. At your meeting or soon after, you must confirm you have ceased unauthorized sharing of copyrighted files or your network port will not be reactivated. Once Office of Student Conflict Resolution receives your confirmation, your network connection will be restored usually within twenty-four (24) to forty-eight (48) hours. If you require technical assistance with removing the file-sharing client, it is STRONGLY RECOMMENDED that you contact the student helpdesk at 328-4YOU.

What are the possible "sanctions" for violating copyright with respect to the university judicial system?

Copyright complaints violate East Carolina University's Student and Employee Computer Use Policy. Depending on the nature of the violation and whether or not a student has prior judicial sanctions can range from a "Warning" to losing time. Should another violation occur, the individual may received another sanction, as appropriate to the circumstances. Unauthorized use of copyrighted materials violates both Federal and State laws, is potentially subject to civil and criminal legal action and, is a violation of university policy.

How can I avoid unknowingly violating copyright?

If you obtain free copies of music, a movie or software that is typically available for a fee in a store, or over the Internet, it is VERY likely a violation of copyright laws. Conversely, if you subscribe to a file-sharing or peer-to-peer (p2p) service (e.g. Gnutella, Bearshare, KaZaA, LimeWire, etc.), by default the user agrees (whether knowingly or not) to offer up music or movie files stored on their computer.

This is the same as setting up shop as a distributor of copyrighted material, without the copyright owner's permission—no a good position to take!

Just how much trouble can a person get into over copyright infringement?

Unauthorized use of copyrighted materials violates both Federal and State laws, is subject to civil and criminal legal action and, is a violation of East Carolina University's Student and Employee Computer Use Policy. To date, the vast majority of copyright complaints have been handled exclusively by campus authorities. Regardless, copyright owners may also pursue civil and criminal legal remedies, if they so choose.

Software NOT allowed on the ECU Network

The following is a list of software that is NOT allowed to be running while on the ECU network. Please note: this does not mean you can not install it on your personal system, however, if it is running in the taskbar or behind the scenes while you are at ECU, you are in violation of the ECU Security Policy.

Napster, LimeWire, Morpheus, BearShare, or any other Gneutella technology that allows sharing of music files

What is Gneutella?

Gneutell is a technology that allows your computer to act as a host to others within that network. For instance, if your computer is running Limewire, your computer can be a host to anyone in the world running Limewire. This allows your machine to be used as an avenue to hack in to any network that you are a part of (i.e. ECU). This opens the entire network at ECU and any computers attached to this network to hackers.

Laptop Support:

1. **ACE** will service laptops purchased from the Student Stores and will also provide you with a loaner during the time the laptop is being serviced. **The support center for laptops is located in the Laupus Library.** If you did not purchase your laptop from the student stores, you are not provided this service and must obtain service from the vendor you purchased it from.
2. **ACE – West Campus Support Center** will be open at the following times:
Monday-Friday 8:00 am – 5:00 pm
3. **Student Help Desk** - <http://www.ecu.edu/6866/studenthelpdesk.htm>
After Hours: 4-Midnight Phones: 328-4968 or 1-800-340-7081

Starting Up

Depress the power button to turn on your system. There may be other times when you will need to depress the power button.

Battery

The battery out of the box will be approximately 80% charged; therefore, you will need to charge it as soon as possible. To charge the battery you will need to connect the AC adapter to the laptop and plug it into a wall outlet. The charge time will vary between 1-2.5 hours depending on if the computer is on or off. If the laptop is off it will take approximately 1 hour and 2.5 if the computer is on. With a full charge the laptop will last approximately 2-4 hours. Please note – the battery will over time slowly leak, even if you are not using your laptop. **YOUR BATTERY ONLY HAS A ONE YEAR WARRANTY!**

Initial Setup of Your Laptop

Microsoft Office

You can install Microsoft Office XP using the CD provided to you (which was purchased from the ECU Student Store). Follow the default installation instructions, choosing the complete install when prompted with that choice. This installation should take less than 10 minutes. Keep your program CD in a safe place; you may need to use it to repair your installation in the future if a problem arises.

E-mail

Your PirateID e-mail address and passphrase

- E-mail address is your 3 legal initials and your DOB without the year (i.e.: abc0125)
- When accounts are created, the password is set to your last \$E plus the 6 digits of your social security number.
- If you forget your password, call 328-6866 and have a Help Desk Personnel change your password.
- Your PirateID (i.e.: abc0125) and passphrase are needed to access Laupus Library's Proxy server to get into OVID from off campus.
- Your Blackboard account will be set to your e-mail logon address (i.e.: abc0125) and the last six digits of your social security number.
- Read your email regularly
- Suffix after PirateID will be @ecu.edu (i.e.: abc0125@ecu.edu would be your email address)

Outlook

- Inbox- Send message with an attachment
- Sent Items – Items that have been sent
- Calendar – Calendar – add, change or delete an appointment
- Contacts – Electronic rolodex system that allows you to email from it
- Deleted Items – When you delete an item it doesn't get deleted from your account. It goes to the Deleted items folder until you purge the Deleted Items folder.
- Auto-archive: All e-mail messages older than 90 days will get deleted from the server. If you would like to save your e-mails, you will need to setup Auto-archive on your systems.

Accessing your email from off-campus

- To access your email from any machine you can go to piratemail.ecu.edu

Technical stuff

Remember Others

- Turn your sound off/down while in class or use headphones
- To decrease or mute your sound complete these steps:
 - Double click on the speaker in the lower right hand task bar.
 - Lower the master volume by holding and dragging the volume level down.
 - To mute the master volume, click on the square beside the mute button.

Installing programs – <http://www.ecu.edu/medstudentcomputing/toolkit/plugins.htm>

- We have provided you with a URL link (shown above) that contains most of the applications and plug-ins that you will need.

Computer Maintenance -www.ecu.edu/medstudentcomputing/toolkit

Please use this link to get to applications necessary to keep your computer updated to most up-to-date critical updates and patches.

Windows and Office Updates

Periodically Microsoft will issue patches and updates to their Windows software. These updates are important for security reasons; they prevent hackers from accessing your machine through flaws in the

Windows operating system. Updates will be downloaded automatically and you will be prompted to install them. After installing updates you will be prompted to restart your laptop, so be sure to save all your work and close all programs before installing the updates. It usually only takes a few minutes to install the updates.

Symantec/Norton Anti-virus Software

A tool that checks your system for viruses

Your system must have the latest Data Definition files. The Data Definition files are updated constantly to block new viruses. Your system is configured to get the Data Definitions on a daily basis.

To change the time the Data Definitions are downloaded complete the following steps:

- Double click on the shield in your task tray
 - Click on File, Schedule Updates, Schedule
 - Another screen will appear, so the time can be changed. Leave the Frequency setting so the update will be obtained on a daily basis and not a weekly basis.
- To change the day or time the computer is scanned for viruses complete the following steps:
 - Double click on the shield in your task tray
 - Click on Scheduled Scans
 - Choose the scan you wish to change and select Next
 - Another screen will appear and you can change the day of the week that the scan will occur and the time it occurs.
 - When you click on OK, you will be taken to a new screen. At this screen you can set what gets scanned. We recommend you scan your whole hard drive. It should be set to that already.

Defragment Hard Drive

- Defragmenting will optimize a disk by unfragmenting files. Each time a file is saved, all of the file may not be saved in the same location. When you run defragment, you unfragment your files.
- Make sure you have plenty of battery power before begin this process or plug your system into the electric outlet.

Clear Cookies

- A Cookie is a message given to a web browser by a web server. The browser stores the message in a text file called cookie.txt. The message is then sent back to the server each time the browser requests a page from the server.

Applications:

Blackboard - <http://ecu.blackboard.com>

Logging in
Getting around
Student tools
Communication

The following applications and plug-ins can be downloaded from this website:

<http://www.ecu.edu/medstudentcomputing/toolkit/plugins.htm>

Logician
Neuron 6.5
WinZip

Plug-ins

Adobe Reader

- Allows you to view PDF files. The PDF format is used for many online documents. You can install the Reader application from the above website. If you have to install Adobe Reader in the future there is also a link to the Adobe site where you can download the latest version available.

Flash Player

- Allows you to view animation files on web pages. Link on website above and it will take you to Flash website where you can install flash player.

Shockwave

- Allows you to use interactive animation used in demonstrations and tutorials. Link on website above and it will take you Shockwave site where you can install shockwave plugin.

Quicktime Player

- Allows you to view video and sound files. Follow selected install selections. When prompted for default file types choose "Macintosh" type files only. When prompted for a registration number, leave blank. You will not need a registration number for the free version of QuickTime.

Real Player

- Allows you to view video and sound files. Clicking on the website above will take you to Real.com website where you can download the latest version of their free player. When prompted for default file types, deselect all types except Real files.

Setting up your printer and connecting it to your laptop

You will be able print documents at the HSL library using our wireless network.

Configuring your laptop for the HSL Printer

1. Go to Start menu, select printers/faxes.
2. In printer/fax window select **add new printer**
3. A wizard will appear, click **next**
4. Select '**add local printer attached to this computer**' (unselect detect Plug and play printer), click next
5. Select a printer port, choose **create a new port**, then select standard TCP/IP from drop down box
6. welcome box appears, select **next**
7. Add port, for printer name type **150.216.195.129** (this should automatically appear in port name, click **next**
8. Wizard should detect printer, select **HP5SI**, click next
9. Wizard is now complete (it may prompt you to print a test page)
10. Laupus Library also has another printer you can print to: **150.216.195.130** and it is a HP8000a.

Resources Information

The following library resources are available for your wireless laptop or PDA while using them at ECU or PCMH: <http://www.hsl.ecu.edu/databases/databases.cfm>

Up-to-date

Provides instant access to the most current clinical information and recommendations on patient care and treatment.

Micromedex and Mobile Micromedex

Databases that provide full-text drug and substance information

MD Consult

An online clinical information resource designed to assist health care professionals answer clinical questions and stay up-to-date with the latest medical practices

Resource List:

Start, Help

Blackboard Student Help Center: <http://core.ecu.edu/vel/ITC/studenthelp.htm>

IBM's support website for updates and patches: <http://www.ibm.com/support/us/>

ECU Computer Policies: <http://www.ecu.edu/itcs/policies>

ECU Laupus Library: <http://www.hsl.ecu.edu>

ECU Help Desk: <http://www.ecu.edu/6866>

ECU Onestop: <http://onestop.ecu.edu>

Laptop & PDA Info for Medical Students: <http://www.ecu.edu/medstudentcomputing>

Office XP info, features & downloads: <http://www.microsoft.com/office/>

Reset Your ECU Password: <http://signup.ecu.edu>

Software Downloads from ECU: <http://www.ecu.edu/download>