

## Computer Information for Faculty and Staff

All computer-related requests for assistance should go through the CSD Help Desk, which can be reached by calling 4357 on campus, 641-3502 off campus, or emailing [help@usca.edu](mailto:help@usca.edu). Requests for LCD projector/VCR assistance should be directed to Instructional Services, which can be reached by calling 3769 on campus, 641-3769 off campus, or emailing [janicew@usca.edu](mailto:janicew@usca.edu).

Generally, your USCA user account is your first name plus the first letter of your last name. Your USCA email address will be [yourusername@usca.edu](mailto:yourusername@usca.edu) (**Faculty note:** student accounts/email differ in that they are generally comprised of the first and middle initials plus their last name.) Your account includes a network home directory that you can use for storage in addition to your computer's local hard drive. This is your J:\ drive and will be mapped automatically when you log into the network. Additionally, you will have a K:\ drive – Shared Areas (specialized areas where you must have rights to write and retrieve data), an L:\ drive – Public Areas (where anyone can write and retrieve data), and an N:\ drive where application files are located.

In addition to your USCA account and resources, you will also have USC Columbia accounts that will differ from your USCA account. More information about that is located at the end of this handout.

### USCA Password Changes:

#### From Windows 2000/XP (On-campus)

- Press **Control, Alt, and Delete** keyboard keys simultaneously
- Click on the Change Password button.
- Type your current password in the Password field
- Make sure that the Log on to box shows FACULTYSTAFF
- Enter a new password in the Password field that is at least 4 characters
- Re-enter your new password in the Confirm Password field and click OK
- Click OK when you receive the message "Your password has been changed."

#### From the Internet (On-campus, off-campus, or using a Mac)

- Go to: <http://exchange.usca.edu/iisadmpwd>
- Type your username in the Account field
- Type your current password in the Old Password field
- Enter a new password in the New Password field that is at least 4 characters
- Re-enter your new password in the Confirm Password field and click OK
- Click OK when you receive the message "Password successfully changed."

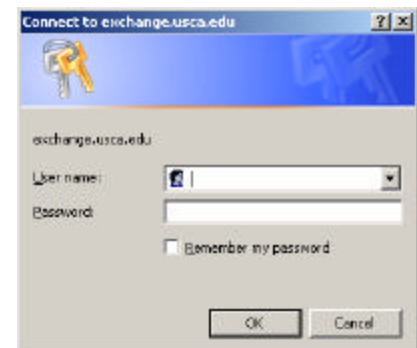


### FTP Access to the Shared Directories and Your Home Directory from Off Campus

You can easily access the Shared Areas and your home directory from any computer connected to the Internet.

#### Steps

- Launch your web browser (Internet Explorer or Netscape – **Do Not use AOL's browser**)
- To access your home directory (J:\ Drive), enter the following address: <ftp://home.usca.edu> (**Faculty note:** This address is different for students. They should use: <ftp://student.usca.edu> )
- To access the Shared Areas (K:\ Drive), enter the following address: <ftp://fileshare.usca.edu> (**Faculty note:** This address is the same for students )
- When prompted, enter your user name and password
- Click OK or press the ENTER key
- After you login successfully, your account folder should appear
- You can copy and paste to and from your user directory to your computer or disk
- When finished, be sure to close the connection by quitting your browser

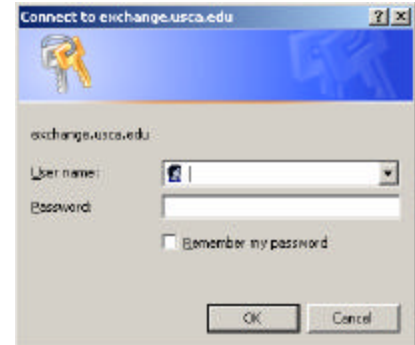


## Email Access from Off-Campus

You can easily access your USCA email account from any computer connected to the Internet.

### Steps

- Launch your web browser (Internet Explorer or Netscape - **Do Not use AOL's browser**)
- Go to the following website: <http://exchange.usca.edu/exchange> or <http://129.252.242.5/exchange> (either address takes you to the same place)
- Enter your user name and your password
- Click OK or press the ENTER key
- When you login successfully, your Inbox should appear with any email messages
- When finished, log out by clicking the Log Off button and quitting your browser



## Important Links

<http://blackboard.sc.edu>

USC's dedicated Blackboard site (for all campuses). Aside from network connectivity, there is very little support CSD can provide for Blackboard since it is managed out of Columbia. If you need assistance with your account, please contact the Columbia Help Desk at 819 777-1800.

<http://vip.sc.edu>

USC's overall Visual Information Processing System (for all campuses)

<http://www.usca.edu>

USCA Home Page

<http://www.usca.edu/CSD/>

USCA Computer Services' Home Page

<http://www.usca.edu/CSD/FAQs/faqs.htm>

USCA Computer Services' Frequently Asked Questions Page

<http://www.usca.edu/CSD/train/train.htm>

USCA Computer Services' Training Page

<http://csd.usca.sc.edu:8050/>

USCA Computer Services' What's Up Network Monitor page. You can check the status of network resources here by clicking on the USCA Network Monitor link. This page requires login. Use guest for the username. There is no password.

<http://www.usca.edu/schedule>

USCA Room Schedule Database

<http://infocetera.usca.edu>

USCA Computer Services' Room Schedule Database. This is used to check room availability for the CSD controlled labs in the B&E, H&SS, and Science Buildings.

<http://exchange.usca.edu/exchange>

USCA email from the Internet

<http://129.252.242.5/exchange>

Alternate address for USCA email from the Internet

<ftp://home.usca.edu>

Faculty/Staff home directory (J:\ drive on campus)

<ftp://student.usca.edu>

Student home directory (J:\ drive on campus)

<ftp://fileshare.usca.edu>

Faculty/Staff and Student Shared Areas (K:\ drive on campus)

## USC Columbia Account Information

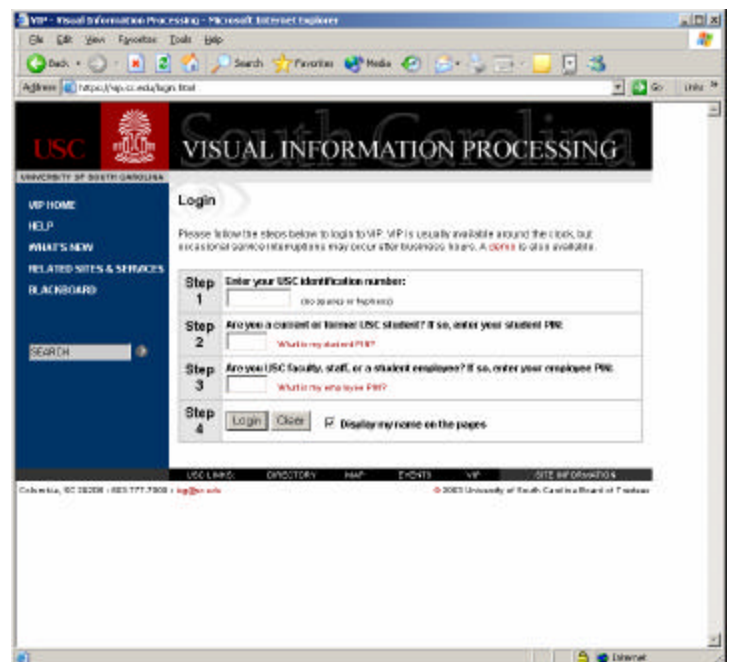
The USC system uses the VIP web site (<http://vip.sc.edu>) to allow you to view, enter and update data. There are broad categories of information contained under the links: Academics, Employment, Personal, and Technology.

In addition to your USCA network account, you will have a USC Columbia network account. That account will be the one you use for Blackboard and information about it can be accessed under the VIP Technology link. More than likely, you will also have an Information Management System (IMS) account. IMS stores University information (student/accounting/general) in database form on the USC Columbia mainframe computer. Information about it can also be accessed under the Technology tab.

The USCA Help Desk can help you with your IMS account (account creation, password changes, etc.). For help with your USC Columbia network account, you should contact the Columbia Help Desk at 819 777-1800 on campus, or (803) 777-1800 off campus.

### To log in to VIP

- Go to <http://vip.sc.edu>
- Click "LOGIN TO VIP"
- Enter your USC identification number (your social security number).
- Enter your PIN in the faculty/staff field. Your default PIN is your month/day of birth; for example, if your birthday is 02/12/64, your initial PIN will be 0212. If this does not work for any reason, Human Resources can have the PIN reset (**Faculty note:** Students need to contact Records to have their PIN reset).
- Click Login



As you roll over the ACADEMICS, EMPLOYMENT, PERSONAL, and TECHNOLOGY links a description of each hyperlink's content displays in the light blue field below.

- It is important that you change your email address under PERSONAL – Online Directory Data. It will have USC Columbia's email address, but it needs to have your USCA email address (email from Blackboard and other systems use this as your default email address). (**Faculty Note:** Students also need to change this (under their VIP login), especially if you are using Blackboard with your class.)
- The TECHNOLOGY – Network Username link will show you your USC Columbia username (which is different than your USC Aiken username). The username listed here is what you will use for Blackboard and other Columbia based services.

