



**UNIVERSITY of VIRGINIA**

**Department of Mathematics Computing Resource  
Handbook**



**August 1, 2008**

## Introduction

The purpose of this document is to provide you with important information on the computing resources available to you as a member of UVA's Department of Mathematics.

Within this document you will find hyperlinks and information on Email accounts, network file storage, disk quotas, computer security, and policies.

I've also included additional documents in this handout. The document entitled **Wireless Networks at UVA** is actually 3 separate web documents released by ITC. They cover setting up your wireless device Macintosh or PC for the Wahoo and Cavalier Wireless Networks.

## Math Department's Local Area Network Infrastructure and Connections

### Direct Connections

Each office in Kerchof Hall has at least 2 wired data ports (Jacks) running at 100 Mps. Secure IP addresses (**Protected by ITC's More Secure Network Firewall**) are assigned dynamically for each computer.

Every computer's MAC address must be registered with ITC before it is granted access to the internet see <http://www.itc.virginia.edu/network-registration/> and <http://www.itc.virginia.edu/network-registration/faq.html>) for more information.

As a member of the Math department you maybe assigned as the owner of your office computer. Therefore you maybe required to register your assigned computer.

### Wireless Connections

There are currently 3 wireless networks available in Kerchof Hall. The names of each network and their specific details and requirements are listed below.

- Wahoo:  
**Encryption** None  
**Authentication** Netreg  
**Authorized Users** Guests, public or old devices
- Cavalier:  
**Encryption** Dynamic WEP  
**Authentication** Certificate  
**Authorized Users** U.V.A Students, Faculty and Staff  
**IP Security** Standard + Internet Firewall
- Jefferson:  
**Encryption** Dynamic WEP  
**Authentication** Certificate Authorized  
**Users** Approved UVA Faculty and Staff  
**IP Security** More Secure Firewall

## **Windows Active Directory Domain**

The department uses Microsoft's Active Directory in order to provide network services such as printing and network file storage. The complete name of the department's Active Directory is Mathgroup-ADS.virginia.edu.

The AD is composed of users, desktop computers, printers, file servers and domain controllers. An account will need to be created for both you and your desktop computer in order to access network services. Your assigned office computer will already be a member of the domain by the time you arrive. You however will need to have a login ID (yours UVA computing ID) and temporary password. These will be given to you by Julie Riddleberger ([jar5d@virginia.edu](mailto:jar5d@virginia.edu)) when you arrive.

You will be required to change your temporary password during your first login session. Your password must be at least 7 characters long and it must also be complex (e.g. **z2B9u?**).

## **Network File Storage**

You will be assigned a mapped network folder for file storage. This folder will provide you with additional storage space which can be accessed from most of the department's computers assuming you have a locally assigned account on that system. Files and data that you store in your network folder are backed up on tape night.

Quota limits for the network file storage are as follows.

- Staff 1 Gigabyte
- Faculty 1 Gigabyte
- Post Docs 1 Gigabyte
- Grad Students 500 Megabytes

Increases to individual quota limits are available upon request.

Sexually explicit files and images as well as MP3 files are not permitted on state or university owned computers. In fact storing sexually explicit material on computer systems owned by the state or university may result in your dismissal and criminal penalties.

## **Roaming User Profiles**

The Mathgroup-ADS Active Directory Domain uses Roaming User Profiles in order to provide consistency and redundancy when you log in to other computers in the department. Desktop settings, printer settings, network drive mappings and file replication are re-created for you when you log into another workstation.

Roaming User Profiles also provides data backup of your documents and files when they are saved within the My Documents folder of your office computer. Files that are saved in the My Documents folder are copied over to the My Documents folder in your network account.

## Network Printers and Scanners

### Kerchof Room 203

The department has a small computer lab located in room 203 of Kerchof Hall where you will find 2 desktop computers, 2 scanners and 2 network printers.



*HP Computer  
Canon High Speed  
Color Scanner*



*IBM Computer  
Avison Color  
Flatbed Scanner  
With Auto  
Document Feeder*



*HP Printers  
4250 B&W Printer  
4600 Color Printer*

## Network Printers

Location	Make/Model	Type	Duplex Yes/No	Condition/Age	Active Directory Name
203	HP LaserJet 4250	B&W	Yes	Excellent/2 Years	Ker201-4250
203	HP Color LaserJet 4600	Color	Yes	Good/3 Years	Ker201-4600
313	HP LaserJet 4250	B&W	Yes	Excellent/2 Years	Ker313-4250
Copy Room	HP Color LaserJet 4550	Color	No	Good/3 Years	Math-HP4550
MA105	Brother HL-5250DN	B&W	No	Excellent/1 Year	Annex 4 Brother HL-5250DN
401	HP LaserJet 4250	B&W	Yes	Excellent/1 Year	Ker4-1-4250

## Office Desktop Computers

### Hardware

Each office is equipped with at least one desktop computer running Windows XP Professional. Depending on your position in the department you may be required to share this computer with your office roommate. Most of the department's desktop computers are 3 years old or newer.

### Software

Each office computer will the following software applications installed:

- Microsoft Office 2003 or Microsoft Office 2007(Complete Install)
- Ghost View
- Ghost Script
- Secure Crt (Secure Telnet Application)
- Secure Fx (Secure FTP Application)
- Netscape 8.1/Sea Monkey
- Adobe Acrobat Reader 9.x
- Winzip
- Home Directory Services Application (Application to map UNIX drives to your local computer).
- Symantec Anti Virus Client
- Windows Defender
- Mozilla Firefox
- Maple 10
- Corporate Time

Additional software can be downloaded from the Universities Information Technology and Communicaiton Software Central website at <http://www.itc.virginia.edu/central/> or from ITC's Research Computing Support Center at <https://www.web.virginia.edu/rescomp/ldb/SoftwareInfo.asp>.

## **Desktop Security**

### **Anti Virus, Spyware and Malware Protection**

In order to minimize security threats to your office computer and the information stored on it, the Mathematics Department uses Anti Virus software from Symantec and Spysweeper from Webroot. The applications are client server based and each desktop computer in the department that is running a Windows operating system will have the client for these applications installed.

Virus and spyware scans are controlled by the corresponding server component which is installed on Glick, the department's security server. Each morning, beginning at approximately 1:00 A.M. newly released virus and spyware definitions are installed on your desktop computer if needed. Your computer is then scanned for virus and spyware/malware threats. In order for this to happen your computer must be left on and connected to the network jack in your office. You should never power your computer off for any extended period of time and you should never disconnect your office computer from its assigned network Jack.

### **Data Backups and System Protection**

#### **Data Backups**

Data that is stored or copied to the My Documents in your network folder is mirrored/copied to another hard drive on the department's file server Sonja. This data is then backed up on tape each evening.

#### **Shadow Copy Service**

The Mathgroup-ADS domain uses Microsoft's Shadow Copy service to create a previous version of the file or folder. With Shadow Copy Service running it is possible to open a previous version of a file that had e.g. been modified or changed.

#### **System Protection**

Each desktop computer system should have a American Power Conversion Uninterruptible Power Supply attached. This UPS device will keep your desktop computer and monitor powered up for up to 15 minutes during a power outage or brown out. It will also protect the computer and monitor from power surges and power spikes.

In the event of a power outage lasting longer than 5 minutes you should shut down your desktop computer system and wait for the building's AC power to stabilize before turning it back on.

## **Your Responsibilities**

### **Faculty and Post Docs**

As an employee of the University of Virginia and a member of the Department of Mathematics, you will in all likelihood be assigned to your own office computer. As such you will become ultimately responsible for ensuring that this device is secure see (**Responsibilities for Computing Devices Connected to the University of Virginia Network** at <http://www.itc.virginia.edu/policy/netdevices/>).

## Graduate Students

As a Graduate Student in the Department of Mathematics you in all likelihood will share a single desktop computer in the office you are assigned to. Typically the senior Graduate Student in the office will be assigned as the registered network owner of that computer. If you are assigned to this position you will become ultimately responsible for ensuring that this device is secure see (**Responsibilities for Computing Devices Connected to the University of Virginia Network** at <http://www.itc.virginia.edu/policy/netdevices/>).

## Information Technology and Communication (ITC)

### ITC LINKS

#### New To UVA

At <http://www.itc.virginia.edu/guides/new.html> you will find information and links on items such as:

1. [Responsible Computing Practices](#)  
Guide to your rights and responsibilities as a computer user at U.Va.
2. [Getting Connected](#)  
Configuring your computer to work in our environment.
3. [Sign Up for Your Computing Accounts](#)  
Configuring your computer to work in our environment.
4. [Email Choices at U.Va.](#)  
Listing of email programs used at U.Va.
5. [Getting Software](#)  
Download our extensive list of site-licensed software, assistance in purchasing software
6. [Instructional Toolkit](#)  
Web-based course management application for instructors
7. [Getting Started with the Integrated System](#)  
How to get Accounts, Software and Instructions to use the U.Va. Integrated System
8. [Using Telephones at U.Va.](#)  
On-line instructions for using telephones at U.Va
9. **Security for Your Personal Computer at U.Va**  
A secure system is your responsibility find out how to practice safe computing.

**(Please note that the link for Security for Your Personal Computer at UVa on the New To UVA page is incorrect. It will take you to the Integrated System page.)**

### **Sign Up for Your Computing Accounts**

At <http://www.itc.virginia.edu/accounts/home.html> you will find information on various types of computing accounts available to you, with links to instructions on how to create a new account, choosing good passwords and account policies.

### **Email Choices at U.Va.**

At <http://www.itc.virginia.edu/desktop/email/choices.html> you will find a listing of email programs used at U.Va.

## **Know Your Rights and Responsibilities**

Responsible Computing Handbook

<http://www.itc.virginia.edu/pubs/docs/RespComp/resp-comp-facstf-2005.html>

Security Responsibilities

<http://www.itc.virginia.edu/policy/netdevices/>

University Computing Policy Digest

<http://www.itc.virginia.edu/policy/>

Electronic Data Removal

<https://etg07.itc.virginia.edu/policy/policydisplay?id=%27IRM-004%27>

Computer Ethics

<http://www.itc.virginia.edu/policy/ethics.html>

### **Responsible Computing**

<http://www.itc.virginia.edu/pubs/docs/RespComp/>

### **Email Choices at U.Va.**

<http://www.itc.virginia.edu/desktop/email/choices.html>

### **Getting Software**

<http://www.itc.virginia.edu/central/>

### **Instructor Services**

At <http://www.itc.virginia.edu/instructors/services.html> you will find information for a variety of Computing services and programs for instructors offered by ITC which include:

### **Technology Enhanced Classrooms and Labs**

#### **Electronic Classrooms**

<http://www.itc.virginia.edu/labs/>

#### **Public Access Computer Labs**

<http://www.itc.virginia.edu/labs/>

#### **Requesting Software for ITC Public Labs**

<http://www.itc.virginia.edu/labs/softReqForm.php>

### **Technical Resources Available for Instructional Projects**

#### **Instructional Toolkit**

<https://toolkit.itc.virginia.edu/cgi-local/tk/.tkdocs/displaydocs>

#### **Faculty Web Server**

<http://www.itc.virginia.edu/desktop/web/faculty.html>