

Using Computers in the LRC

A guide for Students

1. Student ID Card

You will need your Student ID card to access all computer services in the LRC.

2. Logging on to computers

The '**Computer Logons bookmark**' and '**Student guide**' show you how to logon to Computers, Blackboard, E-mail, Online resources and the Web Catalogue.

Help is available at the LRC enquiry point in the computer area.

3. Conditions of use

The Acceptable Use Policy, Code of Conduct and LRC regulations are on display in the LRC and must be observed.

You are requested not to bring food or drink into the Learning Resource Centres.

Only you should logon with your username and password, or use your Student ID card. Keep your card and passwords secure at all times.

The open access computers are provided for College work only. There are computers for recreational use in the food hall and student common room.

Please do not crowd around computers.

Whilst entering, working in and leaving the LRC please respect the needs of other users studying in the LRC.

4. Where to log on

There are a range of study environments with MACs, PCs and software. Computer maps and software menus are on display or ask a member of LRC staff for help to find information.

5. Individual Study level 3

Simply walk up and logon in the **Individual Study** area on level 3. Computers are not booked in advance.

The computers have blue numbers 38-89. Logon with your username and password. Sessions are timed for a maximum of 2 hours.

After logging off you can logon again after a 30 minute interval. Extensions can be requested at off peak times.

There is a small separate **Quiet area** where 8 computers can be booked via staff.

6. Quiet Study Centre level 4

Computers on level 4 are for students to work quietly and independently. Other locations are available for group work with tutors (PTO).

Quiet study computers 1-36 are booked with LRC staff up to 7 days in advance and for a maximum of 2 hours per booking.

There are 4 quiet study rooms each seating 6 people, which contain 2 computers each. Due to demand bookings are limited to one per person per day.

