

Welcome to the NKU Residential Village

From the Office of Information Technology

You have access and usage privileges to the NKU data network as a dorm resident. This document will provide guidelines about policies and procedures. Please refer to the Acceptable Use Policy for more comprehensive information.

Introduction

NKU's computing and communication resources are to be used by students, faculty, staff, official guests for purposes related to the University's mission of education, research, and public service. This information relates to the use and administration of all devices that access the campus network and are managed by individuals outside the Office of Information Technology. Certain items must receive specific approval from the Office of Information Technology. Approved devices must be configured and operated in accordance with standard practices as determined by that office. Such equipment includes (but is not limited to) servers, hubs, repeaters, routers, switches, modems, remote access servers, and wireless access points.

NOTE: DO NOT INSTALL WIRELESS OR REGULAR ROUTERS.

BE SURE THAT THE SWITCH OR HUB YOU PURCHASE FOR USE ON CAMPUS DOES NOT HAVE ROUTING CAPABILITIES.

Acceptable Use Policy

Users of the NKU network must abide by the policies and procedures of the Acceptable Use Policy for Technology Resources, from the Northern Kentucky University. A copy of this document can be found at <http://it.nku.edu/pdf/AcceptableUsePolicy-rv51.pdf>

Responsibilities

**NKU is responsible for providing network services up to the data outlet on your wall.

**You are responsible from the wall outlet to your computer and/or other devices.

Data outlets are sometimes called a data jack, network jack, network outlet, or wall jack. The data jack is in a faceplate mounted in the wall, baseboard or outlet box on the wall. It is slightly larger than a telephone jack. In Kentucky and Commonwealth Halls the telephone jack and data jack are located in the same faceplate close to the door.

All data outlets have an identification tag that has the room number listed first. A tag might read 1118-1-2 or 335-1. The first number, 1118 or 335, is the room number. If there is a problem with a data jack, the entire number sequence on the tag and the building name must be reported. Your RA will inform you of the reporting procedures or you can call the IT Service Center at (859)572-6911.

Please note: Data jacks and telephone jacks are not the same. The telephone network is not the data network. There is no data on the telephone network. If you get a dial tone, it is not a data jack.

Email Introduction

As an NKU student, you are provided an NKU email address by the University. This address is used by most academic and administrative offices to send you messages. You may choose to forward your NKU email account to an off-campus service (e.g., Hotmail, Yahoo, AOL, etc.) but if this forwarding fails for whatever reason, you may miss important official communications sent to your email address and you are still responsible for those communications. Information Technology support services cannot provide help for email services not provided by NKU.

If you have any questions ask your RA or call the IT Service Center at 6911.

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After you acquire a student/staff/faculty ID card from the All-Card Office your account will be automatically created within two business days. Visit the password change page (<http://password.nku.edu>) to find out your username and to set your password.

Online access to email accounts.

- Web-Based Email Access-Online access to email accounts can be found at: <http://webmail.nku.edu>
- Just below the ‘Web-Based Email Login’ button, there is a link for *password help*: <http://www.nku.edu/password>. This link will allow you to change your password online.
- You will need your All-Card and Social Security Number to do so.
- Passwords will expire every 90 days

Security

Northern Kentucky University does not secure or manage personal computers. It is recommended that you update operating system patches, anti-virus, spy-ware removal software and such products as often as possible to protect your computer and data from possible harm.

Peer to Peer File Sharing

Northern Kentucky University has received notification from several external auditing companies such as the Business Software Alliance (BSA) and the Recording Industry of American Artists (RIAA) that user(s) on our dorm network (in the past) have used peer-to-peer file sharing software to violate copyright laws. This is an illegal act and anyone caught doing this will be reprimanded by University authorities and legal action may be taken by other entities. NKU will provide information required to assist law enforcement. Please do not involve yourself in these types of activities.

Equipment Verification Process.

For security purposes, all equipment connected to the NKU campus network must be recorded. The first time you use your Internet browser you will be presented with a web page to register your PC. To complete the registration process, please read and accept the Acceptable Use Policy. Authentication is required using your NKU network user name and password. If you do not know your password the registration web page provides a link to the password change page. To complete this process, please reboot your PC.

For help registering a network device other than a computer, please submit an IT Service Request. (<http://it.nku.edu/index.asp?id=242§ionid=96&ghf=96> and click on customer portal). Select Log an Incident and General Service Request. In the Description box please provide the following information required for the manual registration:

1. Your user name
2. MAC address (usually found on the unit’s serial-number label)
3. Platform (options are: X-box, PlayStation, Windows CE, palm pilot etc.)
4. Network -please specify **DORM** network

Internet and NKU Intranet Access

Dorm residents have full internet access - same as a residential internet service provider. To obtain access to NKU’s intranet, (internal network), for special servers used for classes, a VPN, (virtual private network) must be set up on your computer. Go to <http://it.nku.edu/auth.asp> and log in with your NKU username and password. You will be directed to the “Connecting to the Network (Off Campus)” webpage. An explanation of VPN, how to download, install, and use NKU’s VPN software is at that web page. Follow the links for the type of operating system, Apple OSX or Windows that you are using. Linux VPN software is available but not supported.