Do you have questions about computers, software, or your UNLV accounts? Drop by the IT Help Desk where a technician can assist you with WebCampus, Rebelmail, files, passwords and other technology issues.

CALL 702-895-0777
DROP BY SU 231 or CBC B113
E-MAIL IThelp@unlv.edu
VISIT oit.unlv.edu/students

RESIDENTIAL HALL COMPUTING SUPPORT

LIVE ON CAMPUS? In order to set up your wired network connection and computer in the residence halls, contact Rebel Repair. UNLV Wireless is also available in the residence halls.

The IT Help Desk does not manage computing in the residence halls and cannot assist with connectivity in those locations.

CALL 702-895-5324
VISIT unlv.edu/sam
E-MAIL rebelrepair@unlv.edu
DROP BY SAM building
Stop by the IT Help Desk or see a computer lab monitor to activate your computing account. Bring your RebelCard.

Once activated, follow these instructions to reset your password to one you will remember:

1. Log in to a lab computer using your current password.
2. Press the **CTRL** + **ALT** + **DEL** keys.
3. Click **CHANGE PASSWORD** and follow the prompts.

You must be currently enrolled in classes and have an active RebelCard to obtain technology accounts. Visit RebelCard Services in the Student Union to get your photo-ID.

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COMPUTING ACCOUNT

**ALLOWS ACCESS TO COMPUTER LABS, PRINTING, FILE STORAGE & MORE**

Stop by the IT Help Desk or see a computer lab monitor to activate your computing account. Bring your RebelCard.

Once activated, follow these instructions to reset your password to one you will remember:

1. Log in to a lab computer using your current password.
2. Press the **CTRL** + **ALT** + **DEL** keys.
3. Click **CHANGE PASSWORD** and follow the prompts.

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REBELMAIL

**GET IMPORTANT NEWS RELATED TO YOUR EDUCATION VIA YOUR UNLV E-MAIL ACCOUNT**

Powered by Google, Rebelmail is the primary way you’ll receive official university communications — including semester bills, registration information, and event announcements. Activate your account and set up your password information.

1. Go to [rebelmail.unlv.edu](http://rebelmail.unlv.edu).
2. Click **ACTIVATE YOUR ACCOUNT** and follow the instructions to set up your Rebelmail account. If you have already activated your Rebelmail account, proceed to log in.

Get information on forwarding & use at [rebelmail.unlv.edu](http://rebelmail.unlv.edu).

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ACCOUNTS CHECKLIST
These are the accounts supported by the Office of Information Technology.

**WEBCAMPUS**

**ACCESS CLASS MATERIALS ONLINE SUCH AS ASSIGNMENTS, GRADES, DISCUSSIONS & MORE**

Many professors use WebCampus to provide course materials online. Your professors will indicate whether or not they post syllabi, discussions or class notes in this web application.

1. Go to [webcampus.unlv.edu](http://webcampus.unlv.edu).
2. Log in using your Rebelmail prefix for the username and your date of birth for the password.
3. Create a new password by completing the required fields. Click **SAVE**.

**WIRELESS**

**USE YOUR WIRELESS DEVICE ON CAMPUS**

Not all buildings offer wireless, so check out the map on pages 8 and 9 to find the location nearest you, or visit: [wireless.unlv.edu](http://wireless.unlv.edu).

We suggest you use the network called **“UNLV-SECURE”**. It requires a one-time set up process on each mobile device but then you won’t need to log in every time you’re on campus.

1. Go to: [accounts.wireless.unlv.edu](http://accounts.wireless.unlv.edu).
2. Enter your information as it appears on your RebelCard, including your L# or NSHE ID.
3. Click **SET UP ACCOUNT** and follow the remaining instructions.

**MyUNLV HELP**

The IT Help Desk can help you with logging in to MyUNLV. For help with using MyUNLV, contact Enrollment Services or Financial Aid.

**ENROLLMENT SERVICES**
895-3443

**FINANCIAL AID**
895-3424

**PASSWORD RESETS**
895-0777
After receiving your new OIT computing account from the IT Help Desk or a computer lab monitor, change your password to one that is easy to remember. Be sure it contains at least 8 characters, and at least 3 different character types.

1. Log in to a lab computer using your current password.
2. Press the **CTRL+ALT+DEL** keys.
3. Click CHANGE PASSWORD and follow the prompts.

If you want to share files or work together with a group of classmates on a project, contact the IT Help Desk to setup a shared folder that will be accessible via the (P:\) drive.

Your computing account includes 100 megabytes of storage space on a campus server where you can read, write, modify, and delete files and folders 24 hours a day, 7 days a week.

To access this server, go to an OIT computer lab, log on to any computer, and double click on the icon labeled HOME DIRECTORY (H:\). Keep copies of your important files on this network drive.

Access your files when off campus at: complabs.nevada.edu
COMPUTER LABS

OIT computer labs include a basic set of software and some include specialized applications that meet specific department needs, like video editing or mathematics programs.

Check out the website to find the lab that is right for you based on hours and software availability.

oit.unlv.edu/labs-classrooms/labs

WEBSITE PUBLISHING

Publish a website with your computing account.

1. Log in to your computing account. Browse to the HOME DIRECTORY (H:) drive.
2. Create a folder named public_html.
3. Save all webpage files inside the public_html folder.
4. Your homepage filename must be saved as index.htm (default page).
5. The URL for your website will be: complabs.nevada.edu/~username.

PRINTING

In OIT computer labs, a black and white print costs 3 cents and a color print costs 40 cents.* Specialized labs may have additional costs. To print, add money to your RebelCard following regular RebelCard procedures (rebelcard.unlv.edu), and follow lab instructions for printing.

After you click Print, documents are held in a queue until you release them to a printer. You can print or delete jobs as necessary. The libraries maintain separate printing procedures and accounts.

More information is available at oit.unlv.edu/student-printing.

*As of July 2012
**COMPUTER LABS & WIRELESS MAP**

**COMPUTER LABS**

You must have an OIT computing account to log in to campus computers. Lab monitors help with computing accounts, printing, and access to hardware and software available in the computer labs.

To use library computers, you need a library account. To activate your library account, go to the Libraries’ circulation desk with your RebelCard.
For the most current list of hotspots, visit wireless.unlv.edu. We suggest students connect to the wireless network called “UNLV-SECURE.” This network provides encryption, faster speeds and 24/7 Service.

The UNLV-Guest network is slower, unencrypted and only available during University business hours. Instructions are on page 5.
1. Use strong passwords and do not share them with anyone. Strong passwords are long and include numbers, symbols and a mix of lower and uppercase letters.

2. Pick up a **FREE ANTIVIRUS CD** from the IT Help Desk and install additional protection on your computer.

3. Avoid sites and e-mails that may deliver malicious software that can ruin your personal computer, (e.g., especially peer-to-peer file sharing.)

4. Please be patient at the beginning of the semester. Help Desk call volume is very high at this time. You may be on hold for a while, but we want to assist you.

5. Do not respond to requests for your private information. The Help Desk never asks for passwords or social security numbers via e-mail.

**SOME COMPUTER LABS ARE QUIET STUDY AREAS, AND OTHERS ARE WORK AREAS. PLEASE BE AWARE OF WHICH ENVIRONMENT YOU ARE IN AND BE CONSIDERATE OF OTHERS.**
When using any UNLV computer resource, you are responsible for following student computer use policies published at oit.unlv.edu/about-oit/policies.

**E-ACADEMY**

Get great discounts on software!

Go to unlv.e-academy.com, click SIGN IN, and register with your Rebelmail account. You can get discounts on Microsoft products, SPSS, and more.

**DREAMSPARK PREMIUM**

If you are enrolled in a Management Information Systems, Computer Science, or Civil Engineering course, use your Academic Alliance account for access to free development software from Microsoft. This account will be created for you automatically two weeks after the semester begins. Watch your Rebelmail inbox for your username, password, and more information.
Many professors use WebCampus to provide course materials online. Your professors will indicate whether or not they post syllabi, discussions or class notes in this web application. If you have a problem with the course content, be sure to talk to your professor. If you need help using WebCampus, contact the IT Help Desk.

**WEBCAMPUSS TIPS:**

1. Not all classes use WebCampus. To see if your class does, check the instruction mode in MyUNLV at [my.unlv.nevada.edu](http://my.unlv.nevada.edu).

2. **WEBCAMPUSS TIMES OUT AFTER 60 MINUTES IF YOU LEAVE THE WINDOW IDLE. SAVE YOUR WORK OFTEN.** We suggest typing in an application such as Microsoft Word, and then copying and pasting your discussion posts or assignments into WebCampus.

3. WebCampus uses Java, so make sure this is enabled in your browser and keep the correct version. Use the **BROWSER CHECK** in WebCampus for easy browser set up if needed.

4. Classes are visible in your account two weeks before the semester begins.

5. If a course is not yet available, the instructor has not opened it up for use yet. If your access has been denied, contact your instructor to find out why.

6. There is a 1-2 hour time lag between registering for a course and it appearing in your WebCampus account.

**Are you interested in campus technology?** The Office of Information Technology (OIT) seeks student employees and participants for the Student Technology Advisory Board. Visit [oit.unlv.edu/students](http://oit.unlv.edu/students) for more information.