The vast majority of SEIS and ETLS classes are held in the Frey Science and Engineering Center, which consists of two buildings. (1) OSS is the O’Shaughnessy Science Hall. (2) OWS is the Owens Science Hall. A handful of classes are held in the basement of BINZ, and on the 3rd floor of the new Facilities and Design Center (FDC).
There are numerous computing resources available to you, ranging from computer labs, to software, a UST email account, network storage, virtual machines, central servers, WiFi, video capture, tutors, and more.

**Computer Labs**

Graduate Programs in Software is housed on the 3rd floor of the O'Shaughnessy Science Hall. There are 5 computer classrooms on that floor (OSS 325, 326, 327, 328 and 333).

During Fall and Spring Semester, the main GPS computer lab, OSS 327 will be open as follows:

- **Monday – Friday**: Noon – 11:00pm
- **Saturdays**: 8:00am – 11:00pm
- **Sundays**: 10:00am – 11:00pm

Note that the lab will close for at 11pm on Thursday, March 24 for Easter Break (closed 4 days: Good Friday – Easter Monday). It will reopen at Noon on Tuesday, March 29. Note that there are no classes from March 21 – 28.
There are also a couple small labs on the Engineering floors which are open 24 x 7, excluding holidays. One is in OSS 105A (14 PCs). There is also a row of 7 computers in the OSS basement, near the elevator. Access to the building, however, typically ends between 10:30pm and 11:00pm each evening.

The Computer Science department (with 6 computer labs) is located on 4\textsuperscript{th} floor. You are welcome to use OSS 434, the main Computer Science Lab. It does not have all of the software that is in graduate labs, but it opens at 8:00am on weekdays. A software list is posted in the main lab. This Spring, OSS 434 will be open as follows:

\begin{center}
\begin{tabular}{lcl}
Monday – Thursday & 8:00am – 11:00pm \\
Fridays & 8:00am – 6:00pm \\
Weekends & Noon – 6:00pm \\
\end{tabular}
\end{center}

Note: OSS 434 will close at 6pm on March 18 for Mid-term/Easter Break. It will reopen at 8am on March 29.
Computer Accounts

• Accounts
  To access these resources, you will need a username and a password. To activate/claim your account, go to www.stthomas.edu/new. You will be required to provide your UST ID number, your birthdate, a portion of your social number (or a number provided by the department).

• Passwords
  Do not share your password with anyone! Others could access your grades, email, network storage, and other confidential information. If a crime was committed using your account, you could be held responsible for any damages that result.

  For security reasons, passwords automatically expire every 120 days. You may, however, change your password at any time. To do so, go to: www.stthomas.edu/password, logon, and then select Change Password. Note that you also have the option to specify answers to challenge questions, which can be used to reset your password, should you forget it. If you need help changing your password, call the IRT Help Desk at 651-962-6230.

  Passwords must be at least 8 characters long, and must include at least one of each of the following: uppercase letters, lowercase letters, and numbers. Your password may not include your first name, last name, username, or last 4 digits of your Social Security number.

  For further details, see: http://www.stthomas.edu/irt/students/accounts/ and http://www.stthomas.edu/irt/password/.

• <Ctrl><Alt>Del> to Logon
  To logon onto a campus PC, strike the <Del> key while holding down the <Ctrl> and <Alt> keys. When prompted, provide your username and password. For domain, enter UST. To logoff, select logoff from the start menu.

• Wireless Access
  The entire campus has wireless access, including some areas outside. To use the wireless network, your laptop must be compatible with 802.11n, g, or b. It should also be running anti-virus software.

  The campus now offers two options for connecting your own computer to the network.

  • UST is the preferred network for students, faculty and staff. It uses encryption, and also requires that you logon using your UST username and password. Settings for connecting to this network can be found at http://www.stthomas.edu/irt/students/connecttowireless/ustnetworkconnection/.

  • UST-Open is not encrypted, and should not be used to transmit any information of a confidential nature. UST-Open does not require a UST account, and is meant only to provide access to the internet for guests. Access to UST resources is limited. For access:
    o Select "UST-Open" as an option in your list of Wireless Networks.
    o Then, press "Continue" after accepting the Responsible Use policy agreement.
    o You should now be connected.

  Further details can be found at http://www.stthomas.edu/irt/students/connecttowireless/.

Instructions for connecting mobile phones and tablets to the wireless network can be found at http://www.stthomas.edu/irt/students/mobiledevices/.
Software Holdings

There are over 160 software packages installed in our various labs. Available software ranges from applications like Microsoft Office to ANSYS, C, Eclipse, Hadoop, Java, LabVIEW, Matlab, MagicDraw UML, Mastercam, Oracle, SAP, SolidWorks, SQL Server, Visual Studio, and more. A complete list of the software and where it can be found is posted in the main labs.

Finding Help

In addition to your instructor, note that there are student lab consultants in OSS 327 and OSS 434. To determine which student consultants are familiar with a given package, check the expertise list which is posted in the main lab. Then check the student consultant schedule to determine when those students are on duty. A student consultant photo directory is also posted in the main lab.

Free Software

While you are most welcome to work on your assignments in department labs, note that many of the software packages are available at no or low cost, should you wish to work at home.

- **Microsoft DreamSpark Premium**
  Microsoft provides GPS and ETLS students with many of their software development tools at no cost. DreamSpark software can be used on your personal-use computers for non-commercial purposes, including class assignments, research, software development and personal projects. You may not use the software for any for-profit software development and may NOT distribute the software to others.

  Available software includes:
  - Access 2013
  - Project Professional 2013
  - SQL Server 2014
  - Visio Professional 2013
  - Visual Studio Community 2015
  - Windows Server 2008
  - Windows Server 2012 R2
  - Windows 7 Professional
  - Windows 8.1 Professional
  - Windows 10 ... and much more!

  Around February 24, you will receive an email, with instructions for accessing the site, and be able to download these and many other packages for free. If you do not have access by the end of February, or have a problem with your DreamSpark account, send an email message to Tim Fremouw, tefremouw@stthomas.edu (GPS students) or Stephanie King king1459@stthomas.edu (ETLS students), stating your St. Thomas email address, which SEIS or ETLS course(s) you are taking, and asking for access to the software. Access expires at the end of the semester. However, if you are taking GPS or ETLS classes the next semester, your access will be renewed at that time.

  Tip: To find a software package, first logon to the your department’s DreamSpark website. Use your UST email address as your username. Do not use an email alias. Then enter a short term, such as Project in the search field:

  Note that Microsoft Word, Excel and PowerPoint are NOT available through this program. The Dreamspark website does give you the option to purchase Office 365 University for $79.99. But you can now obtain Office for FREE (see the next paragraph)!

  Thanks to a recent change in our campus license agreement, students, faculty and staff can download and install several Office applications at no cost. For further details can be found under the section on Office 365 email, and at: [http://www.stthomas.edu/office365/](http://www.stthomas.edu/office365/).
Free Software - continued

- **Free packages which our students commonly download include:**
  - 7-Zip [http://www.7-zip.org/] Compress (zip) & unzip files
  - Adobe Reader [http://get.adobe.com/reader/] Multi-track sound Editor
  - Audacity [http://audacity.sourceforge.net/download/] Multi-track sound Editor
  - BlueJ [http://www.bluej.org/] Open-source compilers, eg: g++(gcc)
  - Code::Blocks [http://www.codeblocks.org/] - an IDE for C and C++
  - Eclipse Mars (4.5) [http://www.eclipse.org/downloads/] IDE / development platform
  - Foxit Reader [https://www.foxitsoftware.com/products/pdf-reader/] Web browser
  - Minimalist GNU (MinGW) [http://www.mingw.org/] Opensource compilers, eg: g++(gcc)
  - MySQL Community Server [http://dev.mysql.com/downloads/] Java
  - Notepad++ [http://notepad-plus-plus.org/] A Notepad replacement and text/source code editor
  - Paint.net [http://www.getpaint.net/download.html] What Paint should have been
  - PDFCreator [http://sourceforge.net/projects/pdfcreator/] Print anything to .pdf
  - PuTTY [http://www.chiark.greenend.org.uk/~sgtatham/putty/] SSH
  - VMware Player [http://downloads.vmware.com/] Run virtual machines
  - WinSCP [http://winscp.net/eng/download.php] (includes FTP)

- **Free software / services for specific courses**
The following packages are available at no cost to students enrolled in specific courses:
  - Amazon Web Services  (your instructor can apply for a $100 credit per student)
  - Granta CES EduPack
  - Minitab
  - No Magic: MagicDraw UML
  - PSIM
  - Wolfram: Mathematica

If your class is using one of these tools, ask your instructor for further details.

**Discounted software and hardware**

- **Academic pricing for software and hardware:**
  As a UST student, you can also purchase many packages at reduced prices. See the links at: [http://www.stthomas.edu/irt/techstore/]. One of the local academic resellers is Unique Software in Eagan. See: [www.unique-software.com].

Commonly ordered software includes:
- Helios TextPad 8.0 (free 30 day trial) [http://www.textpad.com] $27
- Multisim Student Edition –Available at $42 through our DreamSpark site.
- National Instruments LabVIEW Student Edition 2015 -- Available at $20 to $59 through our DreamSpark site.
Office 365 email

During January, we began migrating the campus email system to the cloud. Our departments and all students now have Office 365 accounts. Office 365 is a collection of cloud-based services, including email, which are accessible from any device. Students now have 50 GB of message storage space.

To access the mail system, open a web browser and go to http://office365.stthomas.edu.

Enter your UST username (not your alias), and your UST password.

Note: If you are on campus, and logged onto a campus computer with your account, click on your username, and you will automatically be connected to Office 365.

Worth noting: With some browsers, shortly after you logoff, you will be automatically reconnected, unless you close the browser tab.

When you logon, your screen, will look something like this:

On smaller screens, you can scroll the window to the side, to see all of the options on the top row.
• **SPAM Management**
  Note that the University uses special software to reduce the amount of SPAM that reaches your email account. It typically blocks 60 to 90% of all incoming email. Once in a great while, it might block a message that you want. To view a list of all messages that have been blocked, open a web browser then:

1. Go to http://mail.stthomas.edu :

2. Select TrustWave. When prompted, enter your username and password.

3. After around 30 seconds, a list of blocked messages will appear :

![TrustWave](image)

Use caution, if you view these messages. By clicking on “Manage Senders”, you can specify which senders should or should not be blocked. Note that Trustwave does not have a logoff option. Just close the browser.

For further information, click on “HELP” within the Spam Management software. Note that the campus might move to Microsoft’s spam filtering later this year. Watch for an announcement with further details.

There is also a **CLUTTER** folder within your email account. Office 365 can automatically move **low priority email** from your inbox to the clutter folder. If you see a low priority message in your Office 365 inbox, right-click on the message and choose **Move to Clutter**. If you find an important message in the clutter folder, move it to your INBOX. The system learns from your choices. See: [https://support.office.com/en-us/article/Use-Clutter-to-sort-low-priority-messages-in-Outlook-2016-for-Windows-7b50c5db-7704-4e55-8a1b-dfc7b1eafa0](https://support.office.com/en-us/article/Use-Clutter-to-sort-low-priority-messages-in-Outlook-2016-for-Windows-7b50c5db-7704-4e55-8a1b-dfc7b1eafa0) for further details.
• **Mobile Devices**
  Your smart phone and other devices can be configured to synchronize with Office 365 email. Instructions can be found at: [http://www.stthomas.edu/office365/foryourdevices/](http://www.stthomas.edu/office365/foryourdevices/).

• **Account Expiration**
  Note that the process of deleting accounts for students who are no longer with St. Thomas has been automated. Currently, student accounts are deleted 365 days after your last attendance. Warning messages are sent out at least 90 days before deletion.

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**Adding your photo:**

• When you send an email message to other UST users, a thumbnail picture can accompany the message. To add or change your photo, click on the GEAR icon, and select “Office 365 settings”.

![Change theme](image1)

Office 365 settings

• Next, click on “Personal info”. Then click on the thumbnail of a headshot:

![Personal info](image2)

To return to your mail messages, click on the button in the upper left corner of the screen, and then select the Mail icon:
Office 365 Apps

Note that several apps are available:

A description of the available apps can be found at [http://www.stthomas.edu/office365/apps/](http://www.stthomas.edu/office365/apps/).

St. Thomas students, faculty and staff can also use these Office mobile apps on iPhones, Android, and Windows phones or tablets.

**OneDrive:** The OneDrive app deserves mention. St. Thomas provides all faculty, staff, and students with 1TB of cloud file storage. Upload your work to your cloud drive, then access it on any device, from home, work, or school. Share your files with others. Details on using OneDrive can be found at [http://www.stthomas.edu/office365/apps/onedrive/](http://www.stthomas.edu/office365/apps/onedrive/).

Caution: To avoid filling up campus hard drives (thus causing them to crash), please use the OneDrive SYNC option only on your personally owned computers.

Download the Office suite to your PC or Mac

All faculty, staff, and students may download the full Office suite for their personal use on up to 5 computers, including PC and Mac. (Click on the Office 365 tab and choose INSTALL. Further details can be found at [http://www.stthomas.edu/office365/foryourdevices/](http://www.stthomas.edu/office365/foryourdevices/).) Unlike Dreamspark software, it will expire at some point, after you graduate.
Other campus computing resources and notes

Note that detailed information and tutorials on many campus computing resources are available online at http://www.stthomas.edu/irt/.

Notes on using the lab PCs

Most campus labs and classrooms are equipped with HP PCs running Windows 7 Enterprise – 64 bit. All are connected to the campus network via a 1 gigabit NIC. Lab computers are used by many students and numerous classes. In order to keep them running smoothly, students are NOT permitted to install software without permission from our staff!

Do not leave data on the PCs. As we periodically need to reimage the computers, you could lose all of your work! Also, leaving homework where others can copy it is considered cheating.

You can, however, save your work to USB sticks, CD, or DVDs. In addition, the campus provides you with 1 TB of cloud storage. (See OneDrive, on the previous page.)

Prior to OneDrive, students used MyStorage (Drive U), a 750 MB, campus based network folder, which shows up on your desktop, when you logon to computers in campus labs. It is still available, but likely to be phased out at some point.

Printing – PaperCut™

All of our computer classrooms and labs are equipped with laser printers. Each semester*, students receive an allotment of $32 for printing. (Enough to print 400 grayscale pages.)

*Semesters are defined as:

- Fall: August 22 - January 1
- J-Term/ Spring: January 2 - May 23
- Summer: May 24- August 21

The campus uses PaperCut software to track printing and reduce waste. To reduce paper usage, duplex printing (back to back) is the default on all campus printers. Before a document is printed, a PaperCut dialog box pops up on the computer. This shows a preview of the document details and cost of the print job.

Users must confirm printing at this step. Click on the box for further details.

Note that:

- Each page over your allotment is charged back to you (currently at 8 cents per B&W print).
- Note that one of the two printers in the main lab, OSS 327, is a color printer (50 cents per page).
- There is a copier in the Owens Science Hall lobby (NW corner of OWS).

To view your print history, go to https://print.stthomas.edu/user and logon. Further details can be found at: http://www.stthomas.edu/irt/students/print/.
**Blackboard Learn**

Every course has a Blackboard site, which is used to post handouts, assignments, slide presentations, multimedia class materials, and more. Access to the site is limited to the students who are enrolled in the course.

To access Blackboard, launch a web browser and go to [blackboard.stthomas.edu](http://blackboard.stthomas.edu). Log in using your NetID (username) and password.

**Food**

Beaker’s Coffee shop offers gourmet sandwiches, snacks, cookies, fruit and yogurt. During Fall and Spring Semester, it is open from 7:30am-8:00pm Monday through Friday, and from 8:45am to 12:45pm on Saturdays. Beaker’s is closed on Sundays, and during breaks. It is located on second floor OWS … at the foot of the stairs between 2nd floor OWS and 3rd floor OSS. Hours are subject to change, but posted at Beaker’s.

For greater variety, and for extended hours, visit the Anderson Student Center. Try T’s, Scooter’s and the View. See: [http://www.stthomas.edu/dining/locations/](http://www.stthomas.edu/dining/locations/). There are also vending machines in the basement of OWS (roughly 30 feet south of the OSS elevators) which dispense beverages and snacks. In a pinch, there is also one snack vending machine on 4th floor, directly above Beaker’s.

If you have a water bottle, note that there is a refilling station on 2nd floor of both OSS (by the Math office) and OWS (by the southwest stairwell).

**Lost and Found**

There is a lost and found box near the student consultant desk in OSS 327 and OSS 434. If your name is on the item, we will attempt to contact you. Every month or so, we turn in any found items into Public Safety (first floor of Morrison Hall). Valuable items such as keys and billfolds are sent directly to Public Safety (phone: 651-962-5100).