

Student Information Technology Quick Start Guide

1. **YOU HAVE A NETWORK ACCOUNT.** Within 24 hours of being admitted to Fort Lewis College, your network account is created for you for access to WebOPUS, theFORT, email, and computer labs.
2. **YOU HAVE A PORTAL.** Your FLC Portal, <https://thefort.fortlewis.edu> will give you centralized access to all of your FLC accounts (email, WebOPUS, etc.). Start here to activate your account by selecting “Retrieve your Username” under Student Accounts. You can personalize your Portal to include your Facebook page and other things you use every day.
3. **YOU HAVE AN INTERNET CONNECTION.** If you live in a residence hall on campus, you have a DIRECT Ethernet connection. Our access control software will check to make sure you have all the anti-virus, patches, and updates you need before allowing access. You may also access the wireless network from your personal computer in most areas across campus.
4. **YOU HAVE A 24-HOUR COMPUTING FACILITY.** Located in the basement of Reed Library. For more information about computer labs on campus, see <http://www.fortlewis.edu/it>.
5. **YOU HAVE 2GB OF STORAGE SPACE ON THE FLC SERVER.** When you log on to any of the computers in the lab, your personal storage space is automatically mapped to the M: drive. You can access this space both on and off campus. We strongly recommend that you use it since it is backed up regularly. For more information, go to <http://www.fortlewis.edu/mdrive>.
6. **YOU HAVE A WEB HOST.** Create your own web page by adding an INDEX.HTML file to your WWW folder on your M: drive. Use an HTML editor to create your webpage. Immediately you will find a link to your personal web page at <http://student.fortlewis.edu>. The address of your web site will be <http://student.fortlewis.edu/username>.
7. **YOU HAVE HELP.** Most of the major labs on campus are staffed by lab assistants. (You can apply for a student job in IT by clicking “How Do I? and FAQ?” and then “Student Jobs in IT” at <http://www.fortlewis.edu/it>.) You can also get assistance by calling 970-247-7444 or by sending an email to askIT@fortlewis.edu.
8. **IF YOU LIVE IN A RESIDENCE HALL, YOU HAVE CABLE TV, VOICEMAIL, AND HELP.** See the Residence Network link at <http://www.fortlewis.edu/it> for a current list of available cable TV channels, instructions for setting up and using your voice mail, and information about how to get assistance.
9. **YOU HAVE A PRINT QUOTA.** All registered students receive a \$4.00 print account credit for each Fall and Winter term and a \$1.35 print account credit for each Summer term. Printing in the computer labs costs 5 cents per black and white page (double-sided prints are 10 cents) and 50 cents per color page. We also have reasonably priced plotting available. After the \$4.00 credit is exhausted, all printing is charged to the student’s SkyCash account.
10. **YOU HAVE ACCESS TO AFFORDABLE COMPUTERS AND SOFTWARE.** The computers from the labs are retired after three years and offered for sale to students. More information can be found by clicking on the “Purchasing Technology” link at <http://www.fortlewis.edu/it>. We provide antivirus software, Microsoft Windows and Microsoft Office to registered students. Log on to <http://skysoft.fortlewis.edu> for instructions and download.
11. **SKYHAWK ALERT IS OUR EMERGENCY NOTIFICATION SYSTEM.** Sign up today at <http://www.fortlewis.edu/skyhawkalert> to receive emergency messages via email or text. This is how we notify you of snow days so you can pull the covers back over your head or get up and hit the slopes.