



# **IT Services Information Booklet**

## **Computer Lab Regulations**

1. **Food or drinks are prohibited in the labs at all times.**
2. **Student ID cards must be placed on the desk when using the computers in the labs.**
3. **Computers should be booked first before use. Maximum of 2 hours per booking can be made by filling in the booking sheet. Use of the lab by booked classes has first priority. Students with a booked time slot should first inform anyone occupying their booked PC that they have a valid booking.**
4. **Playing of games is not permitted.**
5. **Installation of software and hardware is prohibited without proper authorization from IT Services department.**
6. **Students are responsible for backing up their own data and protecting their own information.**
7. **Disabling computers by disconnecting cables, removing hardware, applying software locks or locking workstations will be considered vandalism and treated as such under University policy.**
8. **Noise levels in the lab are to be kept at a minimum. Discussions to be done outside the lab. Headphones are to be used for listening to any audio. Students are to use their own headphones.**
9. **No sitting on the computer tables.**
10. **Lab Assistants are not responsible for missing items or valuables.**
11. **Downloading of music, illegal softwares or pornographic material is not permitted.**
12. **Anyone violating these policies, or disturbing others in any way, will be asked to leave the lab.**

**Fines apply to those violating these regulations (see overleaf)**

## **Information about your computer account login**

Username:STUDENTS\idnumber

Password:unifiji2021

## **Information about Accessing Free Wifi**

WIFI SSID (Name): UNIFIJI\_FREE\_WIFI

Username:your idnumber

Password:computer password

**NB: You will need to have changed your computer password before accessing the Free Wifi.**

## **Information about your student email**

Student email can be accessed from the following link: <http://mail.google.com/a/student.unifiji.ac.fj>

Or by clicking on the “*Student Email*” link on the University’s website <http://www.unifiji.ac.fj>

Your username is: [your id number]@student.unifiji.ac.fj

Your password is: unifiji2021

You will be required to change your password after your initial login. Your new password must be at least 8 characters long including letters and numbers.

## **Information about your Moodle Account**

Moodle (an online course management system) can be accessed from the following link:

<https://elearning.unifiji.ac.fj/moodle>

Or by clicking on the “*Moodle*” link on the University’s website.

Your username is: [your id number]

Your password is: changeme

You will be required to change your password after your initial login. Your new password must be at least 8 characters long including letters and numbers.

**Note: The user guide for student email and Moodle is available on**

<http://elearning.unifiji.ac.fj/moodle>

For any enquiries, email [itservices@unifiji.ac.fj](mailto:itservices@unifiji.ac.fj)

## I.T SERVICES FINES

Effective 1<sup>st</sup> January 2012, the following Fines apply to those abusing IT Services Regulations.

1) Breaking computer lab regulations and policies-

- **First offence - \$10-00 and user accounts disabled until fine is paid.**
- **Second Offence - \$20-00 and user accounts disabled until fine is paid.**
- **Third Offence - \$30-00 and user accounts disabled for 4 weeks.**

2) Password reset \$0.50 per request. (Password resets done during enrolment is free)

**NOTE: The above fines have to be paid at the University bookshop and the receipt to be produced at the IT Services office.**