



The University of Fiji

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

I.T SERVICES FINES

Effective 1st 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.