

## **Computer Security**

Be aware: some applications for downloading music, movies and other files actually turn your computer into a server, allowing it to be used for distributing copyrighted material.

The University's stance on this issue is simple: downloading copyrighted material without permission is illegal, and you should not do it. You should also not use your computer to distribute copyrighted material without the permission of the copyright holder.

## **Web Content**

If any student uploads "inappropriate material" it will be removed from department web servers immediately.

## **Creating a Good Password**

You will be prompted to change your default password immediately when you first login.

### **How can I create a good password?**

- passwords must be 7 or more characters in length

Example of A Good Password:

You can use a phrase to generate a password:

Take the phrase "I Love To Eat Hotdogs Everyday". Example: il2ehded

## **Creating Files and Folders**

When creating File and Folders

- Do Not Use Spaces (Whitef HW 21.doc)
- Do not use Dashes or Hypens (whitef/profect-3.jpg)
- Do not make file name longer than 16 Characters (myhomework09-whitef.pdf)

## Example of Good File Names

- whitef\_HM21.doc
- Whitefproject.jpg
- homework3.pdf

## Example of Good Folder Names.

- Project21
- Whitef\_docs
- mydownloads7

## **Reporting Network Issues Requires a Work Order**

Fill out a Work order at HN 435 or send an email to [fm.support@hunter.cuny.edu](mailto:fm.support@hunter.cuny.edu)

### Work Order Requirements – Five points

1. First name, Last name
2. email address or text number
3. Status: Student, Staff, or Faculty
4. Description of Problem
5. Date and time

## **Department Web Sites, Calendars, Wikis, and Blogs**

Main site: <http://fm.hunter.cuny.edu>

Faculty site: <http://fmfaculty.hunter.cuny.edu>

IMA site: <http://ima.hunter.cuny.edu>

Wikis: <http://edam.hunter.cuny.edu/groups>

# **Contact Network Support**

## **Online**

Try our online resources for Network Support solutions, tutorials and more.

Browse our support page at <http://fm.hunter.cuny.edu/support>

## **Phone**

Adjuncts, Faculty, Staff, and Students are eligible for complimentary phone support.

Daytime Network technical support: 1-212-772-4428

Anytime Network technical support: 1-917-621-6078

## **E-mail**

E-mail support is available for all Network Services.

To: [rdoctor@hunter.cuny.edu](mailto:rdoctor@hunter.cuny.edu)

Cc: [fm.support@hunter.cuny.edu](mailto:fm.support@hunter.cuny.edu)

Subject: Network Support

## **In Person**

Room 435 Hunter North is the place to go for advice, hands-on technical support and Network Support Work Order request.

**Note:** All in person Network Support issues require a Work Order (ie. account creation, password resets, etc.).

Office Hours: Monday through Friday, 9am to 5pm (after 5pm by appointment only).

## **Turn-around Time**

All requests not made in person will be attended to on the next business day.

## **Web Projects and Personal Web Sites**

Note that all files located in your home directory's "Sites" folder is automatically published to the World Wide Web. You may view your personal Web site by typing the following in a web browser:

For undergraduates, <http://fmundergrad.hunter.cuny.edu/~username>

For IMA, <http://ima.hunter.cuny.edu/~username>

For faculty, <http://fmfaculty.hunter.cuny.edu/~username>

## **Accessing and Managing your Files**

### **SFTP (Secure File Transfer Protocol)**

- Accessing your home directory from off-campus.
- For undergraduates: fmundergrad.hunter.cuny.edu
- For IMA: ima.hunter.cuny.edu
- For faculty: fmfaculty.hunter.cuny.edu

### **Applications for SFTP**

- For Windows: WinSCP
- For Mac: FUGU, Cyberduck, Transmit

### **AFP (Apple Filing Protocol)**

- Accessing drop boxes and file sharing from Film & Media labs.
- For undergraduates: fmundergrad.hunter.cuny.edu
- For IMA: ima.hunter.cuny.edu
- For faculty: fmfaculty.hunter.cuny.edu

### **Using AFP (Mac only)**

- Finder → Go → Connect to Server