

## **Information Technology Center (IT Center)**

The IT Center is a shared on-campus facility built to aid research using computers at the University and to enable smooth communication on and off campus using a network. In addition to maintaining and managing the campus' backbone network, the IT Center provides students with opportunities for information education, as well as electronic devices. Students utilize the equipment in the IT Center and the computer terminals in each laboratory for classes and practical training related to computers.

### **■ User registration**

Use of IT Center equipment is limited to students and research students of Ochanomizu University. An Ochanomizu University account is required for students to use Center equipment. In addition, when using educational system computers, user authentication is done with the individual's student ID.

### **■ Use of computers**

In March 2014, the IT Center upgraded 110 iMacs in the educational system. There are many other computers available on campus as well. Mac OS and Windows can be used as the operating system. Although lectures are given priority, when not in use the following classrooms can be used to write reports, check e-mail, and access the Internet.

- IT Room 1 (Classroom 601, 6F, Science Building 3)
- IT Room 2 (Classroom 104, 1F, IT Center)
- IT Room 3 (Classroom 101, 1F, Science Building 2)
- IT Room 4 (Classroom 103, 1F, Science Building 2)
- IT Room 5 (1F, Inter-faculty Building 1)
- University Library Learning Commons

Secure network connections are available at various locations on campus for free use with personal laptop computers via an authentication network (wireless or wired).

Visit the IT Center website for details regarding use of individual equipment in the Center.

## **Instructions for Use (Excerpt)**

- Do not allow others to use your user account. Do not use the user accounts of others.
- Keep the password for your user account secret, and change it periodically.
- Do not engage in actions that are criminal in nature or that damage public order and morals. Further, do not use discriminatory expressions regarding race, religious beliefs, sex, social status, ancestry, etc.
- Do not damage, destroy, or modify the hardware, software, etc., of campus computers and other equipment.
- Do not access computers that you are not authorized to use.
- Do not copy programs illegally, whether on or off campus.

## **Computer Support**

Ochanomizu University is striving to improve information literacy education and information skills. We aim to give students the skills to utilize information resources suited to their individual objectives, regardless of the specialty of their department, division, etc. For this, it

is recommended that students not only utilize the computers that can be used freely in the Library, IT classrooms, and other locations on campus, but also have their own personal computers that they can use throughout their school life and manage themselves. A variety of locations have been established on campus to enable consultation regarding personal computers, networks, etc., in order to support students in their use of computers. We also hold small-group workshops on using personal computers. In particular, new undergraduate students are given a thorough foundation in computer security at an introductory workshop immediately after enrollment.

■ University Library Learning Commons

Library Academic Learning Advisors (LALA) are available to Ochanomizu University graduate students for consultation. Check the bulletin board in the Learning Commons for consultation hours.

Feel free to contact an LALA when you:

- Want to use a printer in the Learning Commons
- Want to use your personal computer on campus wireless/wired LAN
- Don't know how to operate a computer in the classroom
- Don't know how to log in to the student portal site
- Want to know how to do a literature search

etc.

■ Personal computer workshops

The workshop is conducted in the form of practical training, with personal computers brought into the classroom. Students can learn the basics of building the required environment, on the premise that they will manage a computer for which they have administrator privileges.

Explanations include basic settings, security measures for computer safety, proper use of hard drives, and installing and setting up software required for making reports. Tests are administered at each workshop to check the level of learning. Workshop details and schedules can be found under "Using Personal Computers" on the IT Center website.

In particular, introductory workshops for first-year undergraduate students are conducted after enrollment in class units. Be sure to check which workshop you should attend.