



## Student Guide to Technology - Nanaimo Campus

Website: [www.viu.ca/technology](http://www.viu.ca/technology)

For technology help contact the IT Helpdesk, Building 305, Room 105 (first floor Library)  
(250) 740-6300 or email: [ithelp@viu.ca](mailto:ithelp@viu.ca)

### **Computer Accounts**

**Discovery** – is required to logon to VIU computers and wireless network. See [www.viu.ca/technology](http://www.viu.ca/technology)

**Library PIN** - for accessing your library record. See [www.viu.ca/library](http://www.viu.ca/library)

**Student Record PIN** - for accessing your student record. See [www.viu.ca/registration](http://www.viu.ca/registration)

**Moodle** - for accessing online courses, you need a Discovery logon. See **Discovery** account above

### **Computer Labs**

All lab computers have Microsoft Windows, Office, Internet access, and printing, some have specialty software. See: <http://www.viu.ca/technology/general/StuLabSchedule.asp>

**Note:** All labs are closed on statutory holidays.

### **File Management Essentials**

**Always** save email attachments before editing, recommend locations are your U: drive, or USB drive

**Always** ensure you have a second copy of your files saved in a different location (Backup copies)

**Always** save frequently to avoid losing work in case of computer crashes, power failure, etc.

**Never** save to “My Documents” – this is a virtual folder, document recovery is often difficult if not impossible, please save to your “U: drive” or USB drive

### **Wireless**

There are two wireless networks on campus: S-WISP (Secure WISP) and WISP.

To get connected see: [www.viu.ca/technology](http://www.viu.ca/technology)

### **Printing**

Black and white printing is 10¢ per page, and available campus wide. Colour is \$1.00 per page and available in Building 305 (Library) only. You pay for printing with your Payprint account. To add value to your card see: <http://www.viu.ca/technology/students/printing.asp>

### **Malaspina Commons**

The Malaspina Commons in Building 305 (Library) offers scanners, slide scanners, Adobe Suite for graphic design and web development in addition to the Microsoft Office suite

### **Video & Audio Editing**

Digital video and audio editing suites are located in the Malaspina Commons (Building 305).

See: [www.viu.ca/technology](http://www.viu.ca/technology) click on “Software” and then on “Multimedia” for more information.

#### **Appropriate Use of Information Technology VIU Policy Number 45.01**

To maintain a working and learning environment in which all people treat others with respect, all students must adhere to Policy 45.01: Use of Information Technology when using computer resources on campus. [www.viu.ca/policies/policy.asp?rdPolicyNumber=45.01](http://www.viu.ca/policies/policy.asp?rdPolicyNumber=45.01)