

Media & Classroom Technology

TLEs: Getting Started with your Mac

The following is the web version of the presentation given to new TLEs on August 22nd, 2016.

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1. What's On Each Computer?

- **Web browsers:** Safari, Firefox, Google Chrome
- **Syncing utilities:** Google Drive, Dropbox
- **Office applications:** Microsoft Word, Microsoft PowerPoint, Microsoft Excel, etc.
- **Antivirus:** Symantec Antivirus
 - Do NOT install another antivirus or antimalware program alongside Symantec. They will conflict and disable each other, and you'll be left vulnerable.
- **Other:** Skype, VLC Media Player, Adobe Flash Player

2. Email Password Formula

- First letter of your first name (lowercase)
- First letter of your last name (lowercase)
- ID Number

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Example: Albert Zulu, whose ID number is 123456, would have the email password

az123456

Note: If you're hispanic, your email password is the first letter of your first name and the first letter of your apellido paterno. So, if your name is Sofia Garcia Rodriguez, and your ID number is 123456, your email password would be **sg123456**, not **sr123456** or **sgr123456**.

3. Logging into your Computer & Connecting to the Internet

- Power on the computer. There are two users: LIS and you.
- Your computer password is your first initial + last name, no spaces, all lower case. For example, Albert Zulu would have the computer password **azulu**.
 - If you're hispanic, your computer password is your first nombre initial and your apellidos, no spaces, all lower case, e.g. Sofia Garcia Rodriguez has the computer password **sgarciaRodriguez**. If there are accents in your name, I did not create your computer password with those accents; I used unaccented vowels.

When you log in, you'll be prompted with a Carthage Network Access window.

1. Check the box next to "I accept the terms".
2. Enter your username, which is your email address WITHOUT the @carthage.edu at the end (e.g. **rlahue**, not rlahue@carthage.edu)
3. Enter your password, which is the email password that we figured out a moment ago.
4. Click the **Login** button.

4. Logging into your Email

1. Open a browser (e.g. Google Chrome) and navigate to www.carthage.edu
2. Click on the **TOOLS** menu in the upper right corner of the website.
3. A menu drops down. Click on **EMAIL** (4th item in the menu).
4. Enter your full Carthage email address (including the @carthage.edu part), then click the blue **Next** button.
5. Enter your email password, and then click the blue **Sign In** button.

5. Printing on Campus

- For issues with a network printer on campus, send an email describing the issue to **help@carthage.edu**
- Printing costs are paid for by your department. For TLEs, that's the Modern Language department.

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6. Printing to Library Printers

For an issue printing to the library printers, go to the front desk and ask for assistance.

To print to the walk-up printers in the library and elsewhere:

- **File** menu > **Print**
- Select **CarthagePrint on PaperCut**, then click **Print**.
- UniFlow window will pop up. Enter your **username** (email without the @carthage.edu at the end) and your email password!
- Click the OK / Close button
- Go to any library printer, tap your Carthage ID against the card reading plate.
- Select the Secure Print option, select your document from the list of documents in your queue, and print.

7. Connecting to a Projector

- There are instructions posted in every classroom on campus that walk you through these steps, in case you forget.
- You can also go to albert.carthage.edu and look up the instructions for the specific classrooms you're teaching in.

1. Make sure your computer is fully powered on and you're logged in before connecting to a projector.
2. Connect the **VGA cable** in the room to your **VGA adapter**.
3. With the VGA cable still connected to your VGA adapter, plug the adapter into your computer.
4. For sound, connect the audio cable attached to the VGA cable into your computers headphone jack.

8. Properly Wrapping your Power Cord

9. Changing Keyboard Language

1. Open up the System Preferences application (**Apple menu > System Preferences...**)
2. Open **Keyboard** preferences (2nd row, 4th item)
3. Select the **Input Sources** tab (4th tab)
4. Click the **+** and search for the keyboard layouts you want to add.

Switch between input sources by clicking on the flag you menu bar, or by assigning a keyboard shortcut.

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10. Change System Language

1. Open up the System Preferences application (**Apple menu > System Preferences...**)
 2. Open **Language & Region** preferences (1st row, 5th item)
 3. Click the **+** to add a system language.
- You will have to restart your computer to change the system language.
 - You can also change the calendar and time format here.

11. You Break It, Your Department Pays for the Repair

- **As of July 1st, 2015, the library will no longer cover the cost of user damage to machines that we provide to faculty and staff.**
- The library will cover the cost of repairing faulty components, e.g. a harddrive or harddrive cable dying before its time.
- In cases where a staff or faculty member have damaged their computer (spilled liquids on it, dropped the machine, broken the screen, etc.), **the staff or faculty person's department will cover the cost of the machine's repair.**

11.1. You Break It, Your Department Pays for the Repair: Example 1

- A MacBook Pro slows down and then one day just doesn't turn on. There is no obvious physical damage to the case of the machine.
 - The MacBook Pro is experiencing a failure in a component thats not stemming from user roughhousing.
 - **The library pays to have the faulty components replaced.**

11.2. You Break It, Your Department Pays for the Repair: Example 2

- A MacBook Pro is dropped, the screen cracks, and the keyboard or trackpad stops working. There is obvious physical damage to the case of the machine.
 - The MacBook Pro didn't crack due to a manufacturing error, it cracked because it was dropped.
 - **The person's department pays for the repair.**

12. Backing Up Data

Everyone should have a **physical backup** (local to their machine) and an **online backup** of their most important documents.

- **Methods of Physical backup:** Copying important files to USB flash drives

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or USB Harddrives

- **Methods of Online Backup:** Copying important files to Dropbox, Google Drive, etc.
- Examples of important files:
 - Coursework
 - Major Projects
 - Grades
 - Master's Thesis

12.1. Warning About USB Flashdrives

- DO NOT save the only copy of your important documents to a USB flashdrive! USB flashdrives are prone to failure.
- Save copies of your documents to a USB flashdrive as a backup

If your USB flashdrive ends up in the laundry, you'll be glad that you only lost the backup of your master's thesis, and not the only copy!

12.2. Example: Copying Files to Google Drive

1. Launch the **Google Drive** app on your computer
 - Located at: **Applications > Google Drive**
2. Log in with your Carthage email and password.
3. Copy or move a file to the **Google Drive folder** on your computer (it's in the same folder as Pictures, Documents, Downloads, etc.).

That file is now available anywhere that you log into your email.

13. Reporting an Issue

- If you're experiencing an issue with your computer, type up an email describing the issue and send it to **computing@help.carthage.edu**.
- If you're experiencing an issue with a classroom (e.g. unable to project, there's no sound, etc.)
 - If you need help immediately, call the Library Help Desk for assistance: **262-551-5950**
 - If you don't need immediate help or you found a workaround to an issue that popped up, send an email describing the issue to **media@help.carthage.edu**

14. Setting up an Appointment

- Email Jim May (jmayjr@carthage.edu) or Richard LaHue (rlahue@carthage.edu) asking to set up a time.
- You are advised not to swing by the Media Services office without first contacting Jim or me for assistance. We cannot guarantee that we won't be addressing an issue elsewhere on campus, or that we won't be in the middle

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of helping someone else out.

15. Follow-Up Questions & Answers

Here's where I'll put answers to questions that I'm asked that I feel are worth mentioning to everyone. Some of these were questions that came up during our meeting on August 22nd, 2016.

15.1 Changing Your Carthage (Email, Novell) Password

Here's a link to our Albert article about changing your password: [How do I change my password? | Albert Article ID#1297](#)

In summary...

1. Head over to password.carthage.edu.
2. Log in with your **username** (your email address, without the **@carthage.edu** part) and **password**.
3. Click **Change Password**.
4. Enter your new password, then click the **Change Password** button.

15.2 Changing Your Computer Password

1. Open up the System Preferences application (**Apple menu > System Preferences...**).
2. Open **Users & Groups** (4th row, 1st icon).
3. Your user should be highlighted on the left hand side of the window. On the right side of the window, to the right of your name, is a **Change Password...** button. Click it.
4. Enter your current password, then enter your new password.
 1. **Be sure that you know your new password!** If you forget it, I can reset your computer password to something else, but it will break some things in your user that will have to be fixed, and you will lose your saved passwords for applications.

If you change your password from the default and you bring your computer in for Jim and me to work on, be sure that you leave us with your new computer password in case we need it to complete our work!

15.3 Changing Your Computer User Name

Changing your computer user name can cause issues with your files and your user account. That doesn't mean that we can't do it, it just means you shouldn't do it alone, in case something does go wrong. If you setup an appointment with Jim or me, we'll help you change it.

16. Contact Info

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Richard LaHue | rlahue@carthage.edu | x5793

Library Help Desk | helpdesk@carthage.edu | 262-551-5950

Media Services (Classroom Help!) | media@help.carthage.edu | 262-551-5950

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