

New Student Guide 2026

Your guide to technology at Columbia University School of Law



COLUMBIA LAW SCHOOL

Dear Admitted Student

Congratulations on your admission to Columbia Law School!

Columbia University Information Technology (CUIT) is committed to providing the technology, tools, and support you need to succeed throughout your time at the Law School.

This guide introduces the essential technology services available to you, explains how to access them, and points you to the right resources for support. Whether you're activating your UNI, accessing email, connecting to campus services, or finding technology assistance, this guide will help you get started.

At the end of the guide, you'll also find a brief review of common technology topics to help you prepare for the Computer-Based Training (CBT) program.

What's inside

- Getting started: Three important first steps
- University technology policies
- Activating your University Network ID (UNI)
- Your Columbia email account
- Cloud storage and file access
- Printing and scanning services
- Technology resources and student discounts
- Getting technology support
- Preparing for the CBT

Getting Started Checklist!

Before classes begin, complete these three important steps to ensure you can access University technology and services.

1

Activate Your University Network ID (UNI)

Your UNI is your Columbia University username and is required to access University systems and services, including email, CourseWorks, and LawNet.

Activate your UNI: [Manage My UNI »](#)

2

Submit Your Columbia ID Photo

Upload a professional photo through the Columbia University ID Center. Your photo will be used for your Columbia University ID card and will also appear in the Law School directory in LawNet.

Submit your photo: [Columbia ID Center »](#)

3

Check Your Columbia Email

Your Columbia email account is the University's official communication channel. Check it regularly for important announcements, academic information, registration updates, and other official communications.

Access your email: [Columbia Email »](#)

Estimated Time: Approximately 10–15 minutes to complete all three steps.

Technology Policies

Columbia University's technology resources are provided to support teaching, learning, research, and collaboration. As a student, you are responsible for using these resources in accordance with [University policies](#) and helping protect Columbia's systems, data, and community.

We encourage you to review the University's technology and information security policies, particularly those related to [acceptable use](#), [cybersecurity](#), and [responsible handling](#) of University information.

Examples of Prohibited Activities

- Sharing your UNI, password, or other account credentials.
- Accessing or attempting to access systems or data without authorization.
- Sending fraudulent, misleading, or unauthorized mass communications.
- Downloading, distributing, or sharing copyrighted material without permission.
- Using University technology resources for illegal or prohibited activities.
- Engaging in behavior that compromises the security or availability of University systems.

Protect Your Account

You can help keep your information and the Columbia community secure by:

- Never sharing your UNI or password.
- Using multi-factor authentication (MFA) whenever required.
- Being cautious of phishing emails, suspicious links, and unexpected attachments.
- Locking your computer when unattended.
- Keeping your devices up to date with the latest security patches.

Learn More

For additional information, review [Columbia University's Information Security](#) and [Acceptable Use](#) policies.

Activating your University Network ID (UNI)

Your **University Network ID (UNI)** is your unique Columbia University username. It serves as your primary credential for accessing University systems, applications, and online resources throughout your time at Columbia.

What You'll Use Your UNI For

Your UNI provides access to many essential University services, including:

- [Columbia Email](#) and other Google Workspace services
- [CourseWorks](#) for course materials and assignments
- [LawNet](#) for Law School information and student services
- [Student Services Online \(SSOL\)](#) for registration, grades, and academic records
- [University Libraries](#) and online research resources
- Many other University applications and services

Need to Activate Your UNI?

If you have not yet activated your UNI, visit the Manage My UNI website and follow the activation instructions.

Activate your UNI: [Manage My UNI »](#)

Need Help?

Your UNI account is managed by **Columbia University Information Technology (CUIT)**.

If you experience problems activating your account, resetting your password, or signing in to University services, contact the **CUIT Service Desk**.

CUIT Service Desk: [CUIT Support »](#)

Columbia Email

Your Columbia email account is the University's official communication channel. Important announcements, academic information, registration updates, and other official communications will be sent to your account. Check it regularly to stay informed.

Included with Your Account

Your Columbia email account includes access to Google Workspace for Education, featuring:

- Gmail
- Calendar
- Drive
- Docs, Sheets, and Slides
- And more

Access your email: [Columbia Email »](#)

Your Law School Email Address

In addition to your Columbia email address (e.g., abc1234@columbia.edu), you'll also receive a Law School email address (e.g., first.last@law.columbia.edu).

Messages sent to your Law School email address are automatically forwarded to your Columbia email account, so there's nothing you need to configure.

You can find your Law School email address in the [LawNet Directory](#).

Personalize Your Email Address

If you'd like an email address that's easier to remember, you can create an email alias through the Manage My UNI website.

Create an email alias: [Manage My UNI »](#)

File Storage and Collaboration

Columbia University provides secure cloud storage and collaboration tools to help you create, store, access, and share your files from anywhere.

Google Workspace

As a Columbia student, you'll have access to Google Workspace for Education, including:

- Google Drive for secure cloud storage
- Google Docs, Sheets, and Slides
- Shared files and collaborative workspaces
- Google Calendar

Your files are available from any device with an internet connection by signing in with your UNI.

Network Storage

Depending on your academic program, research activities, or participation in student organizations, you may also have access to network storage and other shared file resources.

Additional permissions may be granted for student organizations, journals, clinics, or research projects as needed.

Protect Your Work

No storage solution is immune to accidental deletion or device failure. We recommend that you:

- Save important work to University-managed cloud storage.
- Avoid storing your only copy of important files on a personal device.
- Organize your files regularly.
- Review shared file permissions before collaborating with others.

Printing and Scanning

Columbia University's [PawPrint](#) service allows you to print securely from computers and personal devices to [printers across campus](#), including several convenient locations within the Law School.

Before using PawPrint, sign in to the [PawPrint Center](#) to activate your account. Students should also [install the PawPrint driver](#) on their personal computers before printing.

Printing Locations at the Law School

PawPrint printers are available throughout the Law School, including:

- **300CL Computer & Printing Lab** – Jerome Greene Hall
- **213 Printer/Scanner** – Jerome Greene Hall
- **2nd Floor Printers** – William and June Warren Hall
- **3rd Floor Printer and Computer Kiosks** – William and June Warren Hall
- **4th Floor Printer and Computer Kiosks** – William and June Warren Hall

Printing Quota

Law School students receive a PawPrint printing allocation each semester to support their academic work. Your printing balance is automatically refreshed at the beginning of each semester:

- **Fall (August 16):** Approximately **2,000** pages
- **Spring (January 1):** Approximately **2,000** pages
- **Summer (May 24):** Approximately **1,500** pages

Scanning

Scanners are available at the following Law School locations.

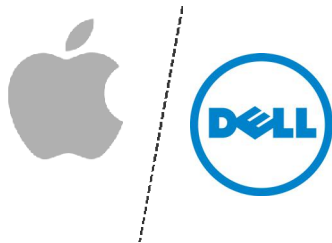
- **JG 213 Printer/Scanner** – Jerome Greene Hall
- **JG 412 Scanners** – Li Lu Law Library

Technology Resources for Students

As a Columbia student, you have access to a wide range of technology resources, software, and educational discounts to support your academic success. Below are those important to your technology experience:



[Malwarebytes for Students »](#) is a virus, malware, and spyware scanning program. CUIT has purchased Malwarebytes Endpoint Security Premium licenses that students can download for free.



Discounts on purchases of computers, peripherals, and software through Apple and Dell. [Learn more about discounts for higher education »](#)



Access to The Center for Computer-Assisted Legal Instruction's (CALI) library of more than 1,000 interactive legal tutorials written by law professors for students. [Browse CALI's lesson library »](#)



Columbia University provides access to approved AI tools and resources to support learning, research, and productivity. Explore Columbia's AI services, guidance, and best practices to learn how AI can support your academic work while maintaining academic integrity. [Learn more about Columbia's AI services »](#)

Please note that some of these services are not managed by CUIT. If you experience an issue with one of these services, please contact the respective provider for assistance.

Getting Technology Support

Need help with technology? Columbia University Information Technology (CUIT) is here to help.

Whether you have questions about your UNI, email, printing, software, classroom technology, or other University IT services, the CUIT Service Desk is your primary point of contact.

Contact the CUIT Service Desk

Website: [CUIT Support Portal](#)

Email: askcuit@columbia.edu

Phone: 212-854-1919

Hours*:

- Monday–Thursday: 8:00 a.m. - 11:00 p.m.
- Friday: 8:00 a.m.– 7:00 p.m.
- Saturday: 10:00 a.m. – 6:00 p.m.
- Sunday: 3:00 p.m.– 11:00 p.m.

Emergency after-hours support: Available 24x7x365

In-person support:

Law School Walk-In Center

Jerome Greene Hall (JGH), Room 131

Hours: Monday–Friday, 9:00 a.m. – 5:00 p.m.

CUIT Walk-In Center

202 Philosophy Hall

[By appointment only.](#)

Classroom Technology

Need assistance with classroom or audiovisual technology?

Visit the CUIT support portal for [classroom technology](#) support and service requests.

You're Ready!

Congratulations! You've completed the **New Student Technology Guide** and are well on your way to getting connected at Columbia Law School.

By now, you should know how to:

- Activate your UNI
- Access your Columbia email account
- Use Google Workspace and University technology services
- Print with PawPrint
- Find technology resources and student discounts
- Contact the CUIT Service Desk when you need assistance

Complete Your Technology Onboarding

The next step is to complete the required **Computer-Based Training (CBT)**.

The CBT introduces important technology, cybersecurity, and information security topics that will help you use Columbia's systems safely and responsibly.

Launch the CBT: [Computer-Based Training »](#)

Remember

Technology plays an important role in your academic experience. A few simple habits will help you stay productive and secure:

- Protect your UNI and password.
- Use multi-factor authentication (MFA).
- Keep your devices up to date.
- Check your Columbia email regularly.
- Contact CUIT whenever you need assistance.

Welcome to Columbia Law School!

We look forward to supporting you throughout your time at Columbia.

Have a great semester!