

# New Student Guide 2018

A brief and readable guide to technology at the Law School



COLUMBIA LAW SCHOOL

# Hello, New Student.

Congratulations on your acceptance to Columbia Law School.

Information Technology at Columbia Law School, also known as Law IT, has created this guide to give you an overview of the digital services, systems, and technology available at the Law School and University, and to point you to the department or team who can best connect you to the solutions you need to work and study.

At the end of this guide there will be a brief review of common technology questions to help you prepare for the Computer-Based Training (CBT).

## What's inside this guide:

- Do these three things first!
- Technology policies in brief
- UNI vs. LawNet accounts
- LionMail and Law School email accounts
- Remote storage and file backup
- Configuring your laptop and devices for Law School wireless and Ethernet
- All about printing and scanning
- Resources and discounts available to students
- Getting help with technology
- Ready for the CBT?



What's this star icon? If you see a web address next to this icon, we suggest that you bookmark it for future reference.

# Do these three things first!

Before we go any further, please complete these three important items:

1

Activate your University Network ID, more commonly known as your UNI, through the [Manage My UNI web page](#) »

Please allow 5-7 business days for CUIT to generate your UNI after the receipt of your Deposit Confirmation email.

2

Activate your LawNet account via this [activation form](#) »

Incoming J.D., LL.M., and J.S.D. students will need their First Name, Last Name, Date of Birth, and LSAC number in order to activate LawNet. Global Alliance, exchange, and Paris and London double-degree students will need their temporary CUID number in order to activate LawNet. Students will be granted a limited account pending completion of the CBT.

3

Submit an Online professional photo to the [ID Center](#)»

Your photo will be used for your Columbia University ID card, the Law School directory in LawNet, and seating charts generated for professors.

We'll explain the difference between your UNI and LawNet accounts shortly.

# Technology policies in brief

Columbia Law School abides by and upholds [Columbia University's IT policies](#), which foster a better, faster, and more secure technology experience for students by protecting the University's computer systems, networks, data, and information resources.

We strongly suggest that you familiarize yourself with the University's IT policies, particularly those pertaining to [acceptable usage of information resources](#), [safer computing](#), and [information security](#).

## What constitutes a violation of IT policy?

- Sharing your UNI or LawNet login credentials
- Misrepresenting yourself in the FROM field of an email
- Sending unofficial bulk email to Law School lists
- Downloading illegally copied movies, music, or software
- Storing, sharing, or displaying copyrighted material without permission from the owner

Please note that violation of the University's IT policies can result in the withholding of grades, revocation of UNI and LawNet accounts, or referral to federal authorities.

# UNI vs. LawNet accounts

When you begin your studies at Columbia Law School, you will be assigned two accounts—a UNI (e.g., jds2015) and a LawNet (e.g., jsmith).

A UNI account is used to access University-wide systems and services, while a LawNet account is used to access our Law School-specific platform.

## What can I use my UNI for?

- Accessing [LionMail](#) »
- Signing up for text message alerts through [Student Services Online](#) »
- Downloading syllabi and course content via [CourseWorks](#) »
- Accessing Columbia University's library resources through Google Scholar and similar services

## What can I use my LawNet for?

- Logging into computers and printers at the Law School
- Searching for students, faculty, and staff in the [Law School directory](#) »
- Registering for courses, viewing grades, and submitting course evaluations
- Registering your laptop's wireless and Ethernet cards

Since it is a University-wide account, your UNI is assigned and managed by Columbia University Information Technology, better known as CUIT. Note that CUIT and Law IT are different departments. If there is ever an issue with your UNI, please submit a ticket to [CUIT's Service Desk](#) »



LawNet – <https://lawnportal.law.columbia.edu>

# LionMail and Law School email accounts

Activating your UNI will activate your LionMail account (e.g., jds2015@columbia.edu). LionMail is your “go-to” email account as a student at Columbia Law School and Columbia University.

LionMail is the professional email component of Columbia University’s setup of Google Apps for Education. You will also have access to some of the other Google apps you may be familiar with, including Calendar and Drive.



LionMail – <http://lionmail.columbia.edu>

## How do I get a Law School email address, such as “first.last@law.columbia.edu”?

Law IT assigns all students a Law School email address (e.g., jane.smith@law.columbia.edu) and sets up this address to automatically forward to your LionMail, so there’s no need to configure any settings.

You can look up your Law School email address in the directory in LawNet.

## Can I change my LionMail email address to something more memorable, such as “jane.smith@columbia.edu”?

Yes, certainly. You can select an email alias for your LionMail account through the [Manage My UNI web page](#) »

# Remote storage and file backup

Columbia University's setup of Google Apps for Education includes Calendar and Drive (accessed through LionMail) so students can easily collaborate on, store, and back up documents, spreadsheets, and slides.

Alternatively, as a student at the Law School, you will have access to a shared G drive and personal H drive. The G and H drives can be accessed by logging onto a Law School computer or [remotely in your browser](#).



Remote access to G and H drives – <https://remote.law.columbia.edu>

Additional permissions will be granted to your G drive if you are a leader in a student organization. Learn more by referencing the [Technology for Student Organizations web page](#) »

Your H drive has a hard disk capacity of 2 GB.

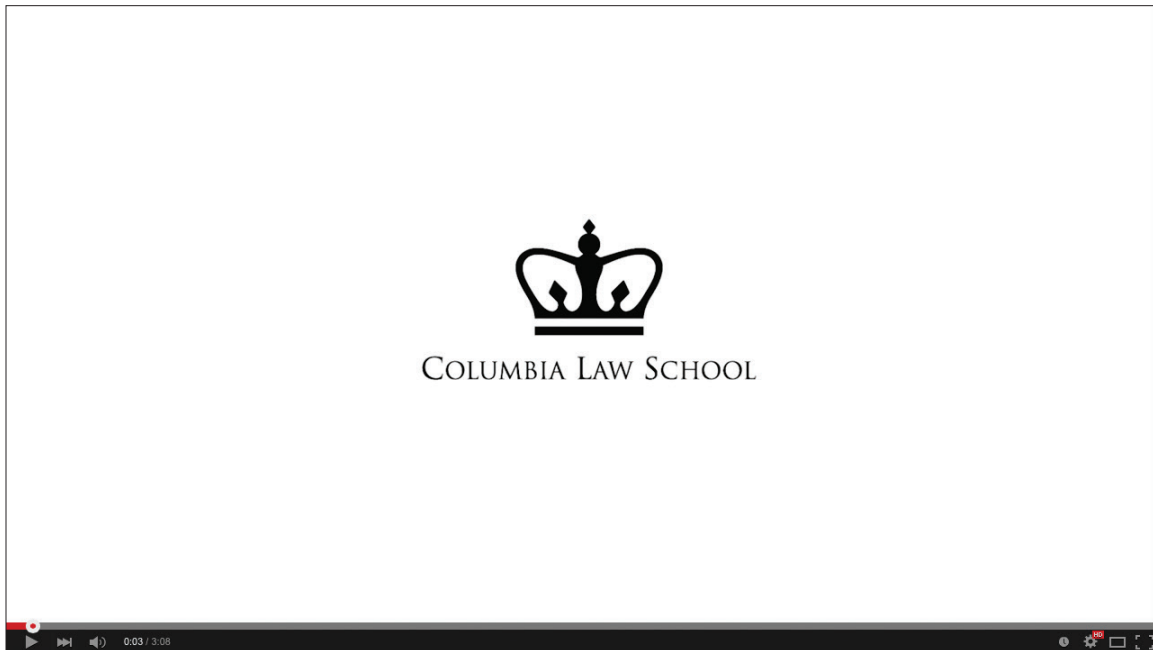
Google Drive has an unlimited hard disk capacity.

# Configuring your laptop and devices for Law School wireless and Ethernet

The Law School has an open wireless network (Columbia Law Guest) that you or visitors can use without any configuration.

Access to the Law School's fast and secure wireless network (Columbia University - Law) and wired, Ethernet network (some students prefer plugging in for an even greater speed boost) do require some configuration.

The Multimedia team in Law IT has created video tutorials to help you configure your Mac or PC laptop for our wireless and Ethernet:



Find these and more video tutorials here: <https://web.law.columbia.edu/information-technology/video-tutorials>



# All about printing and scanning

Law IT is as much about information as we are about technology and we know that many [students prefer the tactile experience of reading on paper](#) as opposed to screen or e-reader. In keeping with this, the Law School is equipped with a network of high-speed printers and students are provided with [the highest page quota in the country](#).

## Where are the printing labs?

- 2nd Floor Printing Lab – Jerome Greene 216I (accessed via Diamond Law Library)
- 3rd Floor Express Lab
- 4th Floor Library

## What's my printing/page quota?

Students have a page quota of 4,000 pages per academic year. Pages cannot be carried over to the next year.

Print jobs for Westlaw or LexisNexis do not count against this quota. Westlaw and LexisNexis provide each student with a balance at the beginning of the academic year for use on their respective, dedicated printers.

## What about printing résumés and scanning transcripts?

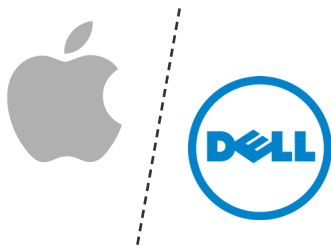
There is a dedicated résumé printer in the 2nd Floor Printing Lab. Please bring your own résumé paper and print from a [secure USB flash drive](#). There is also a robust and easy-to-use scanner.

# Resources and discounts available to students

There are many [resources and discounts available to students](#) at Columbia University. Below are those important to your technology experience:



Complimentary Symantec Endpoint Protection (formerly Symantec AntiVirus) to find and remove any spyware or viruses that may creep onto your laptop. [Download Symantec Endpoint Protection »](#)



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



Unlimited access to Lynda training. Interested in learning technology, creative, and business skills? Need to brush up on Microsoft Office applications? [Explore courses on Lynda.com »](#)



Access to The Center for Computer-Assisted Legal Instruction's (CALI) library of more than 900 interactive legal tutorials written by law professors for students. [Browse CALI's lesson library »](#)

Note that these services are not managed by Law IT. If there is ever an issue with a service, please contact the respective provider.

# Getting help with technology

We appreciate you taking the time to read this guide. Information Technology at Columbia Law School is here to get you up and running with the technology you need to work and study, and connect you to information solutions.

## Helpdesk

*Hardware, software, or printer support? LawNet help? General question?*

Email: [helpdesk@law.columbia.edu](mailto:helpdesk@law.columbia.edu)

Phone: 212-854-1370

Walk-in location: Jerome Greene 731

Hours: Monday to Friday, 9:00 a.m. to 6:00 p.m.

## Multimedia team

*Audio-visual or classroom technology question?*

Email: [avrequest@law.columbia.edu](mailto:avrequest@law.columbia.edu)

Phone: 212-854-2400

Media Control Room (MCR): Jerome Greene 131

Hours: Monday to Friday, 8:00 a.m. to 8:30 p.m.

Please note that when classes are not in session at the Law School, both the Helpdesk and MCR will be open Monday to Friday, 9:00 a.m. to 5:00 p.m.

# Ready for the CBT?

Let's review a bit first.

## Can you answer these questions?

- Who do I contact for issues with my UNI?
- Who do I contact for issues with my LawNet?
- How can I protect my laptop from spyware and viruses?
- Why can't I connect my laptop to the Law School's secure wireless network (Columbia University - Law)?
- Why can't I connect my laptop to the Law School's internet using a wired, Ethernet connection?
- Who do I contact for issues with printers in the Law School?
- What constitutes a violation of Columbia University's IT policies?

If you can answer these questions, you're ready to go.

[Take me to the CBT »](#)