New Student Guide 2020

A brief and readable guide to technology at the Law School

Columbia **Law School**

Dear Admitted Student,

Congratulations on your acceptance to Columbia Law School!

This guide gives you:

- An overview of the digital services, systems, and technology available at the Law School and university.
- Provides information about whom to contact in order to find 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) program, which all incoming students are required to take.

Table of Contents

Bookmark a web address for easy access when you see this icon.

Do These Three Things First

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

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

2. Log in to the LawNet Portal with your UNI credentials.

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.

Technology Policies

Columbia Law School abides by and upholds [Columbia University's Information Technology (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.

It is your responsibility to familiarize yourself with the University's IT policies, particularly those pertaining to [acceptable usage of information](#) [resources](#), [safer computing](#), and [information security](#).

You are also responsible for keeping your laptop free of viruses. If the university detects strange behavior on the network because of a virus, you will be blocked from accessing the network.

- Do not open malicious links in email and in web browsers.
- Do keep your UNI login credentials safe and scan your laptop periodically.

What constitutes a violation of IT policy?

- Sharing your UNI 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.

Important: Violating the university's IT policies can result in the withholding of grades, revocation of UNI account, or referral to federal authorities.

UNI Account

Your UNI account is used to access university-wide systems and services and the Law School-specific platform.

Your UNI is 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.
- Logging into lab computers to access H and G drives, and printers at the Law School.
- Login [remote.law.columbia.edu](#) for accessing your H and G drives online.
- Searching for students, faculty, and staff in the [Law School Directory.](#)
- Registering for courses in [LawNet](#),viewing grades, and submitting course evaluations.

Your UNI is assigned and managed by Columbia University Information Technology, better known as CUIT. Note that CUIT and Law IT are different departments. For UNI technical support, contact the [Law School IT Helpdesk](#) first. We can often quickly solve the problem ourselves.

⭐ LawNet: [lawnetportal.law.columbia.edu](#)

LionMail

LionMail is your official email account as a Columbia student. Please check it regularly. Activating your UNI will activate your LionMail account (e.g., jds2022@columbia.edu).

Columbia uses Google Suite for Education. In addition to email, you also can access apps such as Calendar and Drive.

⭐ LionMail: lionmail.columbia.edu

How do I get a Law School email address (first.last@law.columbia.edu)?

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; 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. You can select an email alias for your LionMail account through the Manage My UNI web page.

Remote Storage and File Backup

Columbia uses Google Suite for Education. In addition to email, you can access apps such as Calendar and Drive and collaborate on, save, and back-up documents, spreadsheets, and slides.

Google Drive has an unlimited hard disk capacity.

Law School students can also access "G" and "H" shared drives. Log on to a Law School computer or access them remotely via your browser.

⭐ Remote access to G and H drives: remote.law.columbia.edu

Additional permissions will be granted to your G drive if you are a leader in a student organization. Learn more.

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

Configuring Your Laptop and Devices

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

To connect using a wired Ethernet connection, contact helpdesk@law.columbia.edu.

Printing and Scanning

The Law School is equipped with a network of high-speed printers. Students can print up to 4,000 pages per academic year, after which printing costs 5 cents per page.

Printing Lab Locations

- 2nd Floor Printing Lab: Jerome Greene Hall, room 216I (Diamond Law Library; take the stairs next to the circulation desk one floor down)
- 3rd Floor Express Lab (Jerome Greene Hall)
- 4th Floor Library Copy Room (Jerome Greene Hall)

Printing/Page Quota

Students have a page quota of 4,000 pages per academic year. Unused pages are not carried over to the next year.

Printing Résumés and Scanning Transcripts

There is a dedicated résumé printer in the second 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.

Need help? Contact IT at [helpdesk@law.columbia.edu]() or 212-854-1370.

Student Resources and Discounts

Explore all resources and discounts available to students at Columbia University. Here are a few to help with your technology needs:

Download complimentary Malwarebytes software to find and remove any spyware or viruses that may compromise into your laptop. Download Malwarebytes.
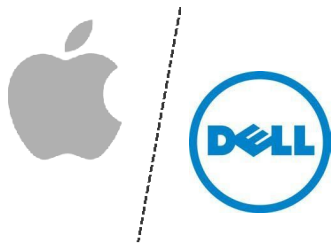
Discounts on purchases of computers, peripherals, and software through Apple and Dell. Learn more about discounts for higher education.

Access to LinkedIn Learning. Learn technology, creative, and business skills; brush up on Microsoft Office applications; and more. Browse options.

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.

These services are not managed by IT. Please contact the respective provider for help.

Getting Help

Information Technology at Columbia Law School is here to get you up and running with the technology you need to work and study and to connect you to information solutions.

Information Technology Helpdesk

Hardware, software, or printer support; LawNet help; and general questions.

- Email: helpdesk@law.columbia.edu
- Phone: 212-854-1370
- Walk-in location: Jerome Greene 131
- Hours: Monday to Friday, 9 a.m. to 6 p.m.

Instructional and Event Technology Team

Audiovisual or classroom technology questions.

- Email: avrequest@law.columbia.edu
- Phone: 212-854-2400
- Media Control Room (MCR): Jerome Greene 131
- Hours: Monday to Friday, 8 a.m. to 8:30 p.m.

When classes are not in session at the Law School, the Helpdesk and MCR are open Monday to Friday, 9 a.m. to 5 p.m.

Taking the Computer-Based Training (CBT)

All students are required to take the CBT. After reading through this guide and taking the training, you should be able to answer the following questions:

- Who do I contact for issues with my UNI?
- Who do I contact for issues with my LawNet?
- What software can I use to protect my computer from spyware and viruses?
- Who do I contact for issues with Law School printers?
- What constitutes a violation of Columbia University's IT policies?

Complete the Computer-Based Training.