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Library STEP Computer Lab

General Objectives

The purpose of the STEP Computer Lab is to provide Internet access and common application software as well as assistance and printing services to support the instruction and research needs of students and other patrons of Dupré Library. The lab includes hardware and staff allowing for the utilization of an environment of current technological standards. The lab will stay as abreast of technological innovation and development as the confines of a limited budget allow. Acquisition of new equipment, software, and services will be made at the discretion of the STEP Coordinator and the STEP Council.

Equipment and Software

- Approximately 150 computers across first and second floors
- Operating System: Windows 7
- Web Browsers: Microsoft Internet Explorer, Mozilla Firefox
- Programs:
 - Microsoft Office 2013 applications includes Word (word processor), Excel (spreadsheet), PowerPoint (presentations), and Access (database)
 - Adobe Reader
 - PDF creator
 - MathLab
 - Putty
 - Quicktime
 - SOPHOS (anti-virus)
 - JAVA
- Four express computers with a ten-minute time limit and two computers for the physically disabled
- Three printers available for printouts in the Lab. There is a 250 page limit per semester for students. All unclaimed printouts will be discarded at the end of the day. For more information, see [Library STEP Computer Lab Printing](#).

The systems are on the University's WIN domain and have all the programs that are available over the Common Login Environment. The systems have sound cards but no speakers.

Accounts

Users must log in to the system using their CLID. For assistance accessing U.S. Government Information, users should ask at the [Reference Desk](#). The system accesses the Common Login Environment. When using your UCS accounts, you may save to the My Documents folder. You will be able to access this folder when you log in to any STEP Computer Lab. Users must log off the system before leaving the labs.

After ten minutes of inactivity, the system will log off the user. Please save your files!

If you need to set up a UCS account, please go to the [University IT Help Desk](#) at Stephens Hall, Room 201. If you change your password and are unable to access ULink, STEP Computer Lab computers, or the IT network, you will need to [sync your password](#) to all IT Resources. Ask the STEP Computer Lab staff on duty or the [University IT Help Desk](#) for help if necessary.

Policies and Regulations

- Users must abide by the networking and computing policies of the University.
- Internet chatting, game playing, and pornography will not be tolerated in the lab. Any student observed violating these rules will lose his/her PC Lab privileges. Infractions will be treated on a case by case basis and at the discretion of the systems STEP Coordinator.
- Three printers are available for printouts in the library's STEP Computer Lab. Print quotas are set at 250 pages per student per semester at a cost of \$0.10 per page. Each student is given a \$25.00 credit in their account at the beginning of each semester. For more information, see [Library STEP Computer Lab Printing](#).
- Users who are not properly logged on, discovered switching usernames or sharing accounts will not be allowed to use the system.
- No use or installation of unapproved software on the computer systems.
- Do not change any system configurations.
- Users must respect copyright laws or software licensing agreements in their use of the lab. The lab is not to be used for any commercial activities.
- The library is not responsible for the content of materials accessed on the Internet.
- No destruction of property to the STEP Computer Lab equipment.
- Please keep your work area neat and clean, free of trash and excess printouts.
- Keep your voices down, because others are trying to do their work.
- Dispose of unwanted papers in the recycle bin.
- Users must log off the system before leaving the labs.
- All services shut down 15 minutes before library closing.
- Announcements will be made before closing.

Employment in the STEP Computer Lab

The [Office of STEP Support \(OSS\)](#) is responsible for managing and employing students in the STEP Computer Lab in the library and in other STEP Computer Labs on campus. To qualify, applicants must be an undergraduate or graduate student who is currently enrolled full time in courses at the University of Louisiana at Lafayette. Positions fill quickly, but applications are always accepted throughout the semester.

When positions are available to work for STEP or OSS, they will be posted to [Career Services](#).


Contact

For help using the STEP Computer Lab computers, ask the lab staff on duty.

Changes may be made to this policy at the discretion of the STEP Coordinator. All questions or comments should be directed to the STEP Coordinator at step@louisiana.edu.



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