

JMA Domain Instructions/Policies

Login (for faculty and students):

- If you have used one of our labs before (you have a JMA account), your username is the same. If you have not been in the lab before, your username is your last name (or, if you have a common last name, it might be your last name + first initial) all lower case. Your instructors will tell you your initial password on the first day of class. You will be prompted to change your password on your first login. If so,
- Please note – your account and password information on the JMA systems are **NOT** the same as your Duquesne email, DORI, or any other Duquesne related account you have.
- The screen should say “Login to JMA” below the username/password box. If it doesn’t – it might say something like “Login to CH205D03” – then type **JMA** before your username. For example, JMA\jmauser. If it shows a different username, hit the “Switch User” button. Hit the blue arrow button to process your login, not the “Switch User” button.
- Attempt to login with your username and the default password. Please pay attention to the screen; if you are successful in logging in, Windows will first ask you to change the default password! All new passwords must meet these requirements:
 - At least 8 characters long
 - At least 1 upper case letter
 - At least 1 number
 - At least 1 special character
 - Passwords are case sensitive

General Storage Considerations

- All users have a folder on the server (known as the user folder).
- All user folders have an 800 MB capacity. If you are using 750MB and attempt to transfer a 100MB file, you will be denied; you must first clean out old content before saving new content.
- Both computer labs have **D (Data) Drives** on the local machines. Please keep in mind, these drives will be reformatted frequently. If you cannot fit your content in your user folder, purchase an external USB flash drive or hard drive. Content on data drives can be deleted by anyone to make room for current storage – this behavior is by design. Any content on the local drives is subject to deletion.
- User folder space is for class related content only. Files deemed inappropriate will be deleted without notice and your account may be restricted; folders will be spot checked for compliance with this policy. Inappropriate files consist of:
 - Application cracks

- Mp3/video libraries
- Virus files/script files
- Material inappropriate to a classroom environment
- Known spyware/application files
- If you have a need to store any files that might fall under one of these categories for a project, please see Phil before storing them to make arrangements.
- If you have used one of our labs before, your user folder should have all of your content. If something is missing, please see Phil.
- If you have not used one of our labs before, your user folder should only contain a **pub** folder. **pub** folders allow Web access to the files inside the folder. Content stored in pub is visible to all users – this behavior is by design. Content stored under your user folder but NOT in pub is visible only to you.
- **Z Drives** go directly to your user folder when logged into one of the lab machines in 205 or 345 College Hall. This will not work from home.
- To UNC to your user folder when logged in, use this path: <\\jma1\users\username> from any Internet Explorer or Windows File Browser window when in the 205 or 345 College Hall labs. This will not work from home.
- An instructor may occasionally ask you to navigate to an asset folder to download sample content. They will provide a path – for example, <\\jma1\classes\jma226-01\assets>. You cannot “browse click” your way through – you will need to type the complete path to access this folder.

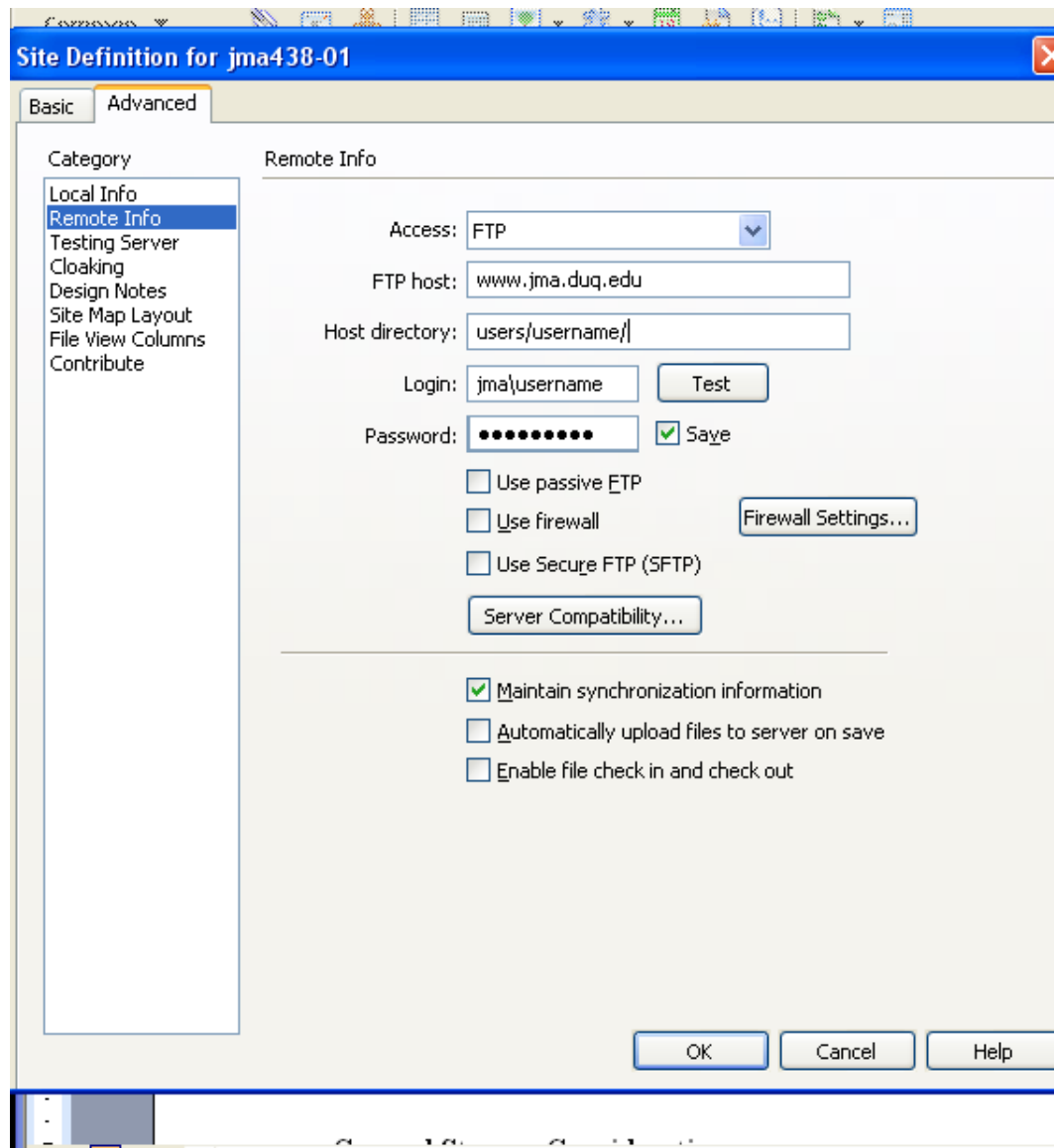
Food and Drink

Food, drinks, and gum are not permitted in the labs. If you bring any of these into the lab, you will be asked to leave. There are no exceptions. Multiple violations of this rule will cause your account to be locked.

FTP Access

- The FTP address of your folder is <ftp://www.jma.duq.edu/users/username>; however, the way this is written varies between FTP applications. In the examples that follow, the word username represents *your* username (i.e. smith)
- **NOTE: You MUST reset your password once locally (in the labs during login) before attempting to FTP.**
- To FTP from Internet Explorer:
 - Your FTP address is: <ftp://www.jma.duq.edu/users/username>
 - You should be prompted to enter username and password. For username, use jma\username, and password is your new password.

- If Internet Explorer doesn't prompt you for a username and denies you access, a different username might be being stored (cached). To fix this, try:
 - <ftp://jma\username@www.jma.duq.edu/users/username>
 - Restarting your computer
- To FTP to your user folder, use this path: **ftp://www.jma.duq.edu/users/username**
 - When using FTP, you must enter your username as **jma\username**
 - To view web pages stored in your folder, use <http://www.jma.duq.edu/users/username/pub>
 - Only content stored in pub is available for viewing through HTTP (website content).
- Please note – the most common mistakes discovered during testing was forgetting to include jma\ in front of your username, and forgetting to change your password before using FTP. (Also note the direction of the slash!) If you have questions, please ask your instructor.
- From a Graphical FTP Client such as WSFTP or in the site configuration window of Dreamweaver, it will probably ask you for:
 - FTP Host – www.jma.duq.edu
 - Host Directory – users/username/
 - Login – jma\username
 - Password – password
 - Below is a sample of the Dreamweaver Remote Info screen illustrating these options:



Class Folders (for faculty):

- Files stored in class folders are visible on the web; however, UNC access is turned off. Directory listing is turned off.
- If you want to make a specific folder available for UNC or general FTP access, please see Phil or Nick.
- Special storage considerations can be made available for large files or project specific needs.

Software Management

- We utilize Keyserver software and Group Policy to manage software licenses. If a class is using all licenses for a piece of software, you might receive a message stating “No licenses available”. You will need to wait until a license is available; this behavior is by design. If you feel this message is in error, please contact Phil.
- Unless otherwise stated by instructor, we CANNOT distribute software to users. The Computer Store can order software for home use at competitive prices.
- Users cannot install their own software on lab computers. Attempts to do so will result in account lockout.

Labs

- The 345 lab is available from 9-5 except during posted class time.
- The 205 lab uses Duquesne ID access door control to provide 24 hour access (except during posted class time). Each semester the door is reset. To gain access to the 205 lab, please bring your current Duquesne ID to 341 to complete an access form, or complete forms provided by instructor. This needs to be done each semester.
- In both labs, classes occur throughout most of the day. Please do not try to enter the lab or knock on the door during posted class times. You may be permitted to work through another instructor’s class, but this is at the instructor’s discretion. Please ask before class starts!
- The hallway in room 204 is not a doorway to the lab. Please respect the office and use the 205 door for class, even when late for class.

Printers

- In the 205 Lab:
 - The black and white printer is called mmtlaser, and is the default printer.
 - The color laser is called color205. Use sparingly – the ink is expensive!
- In the 345 Lab:
 - The black and white printer is called Chaucer, and is the default printer.
 - The color laser is called color345. Use sparingly – the ink is expensive!
- Printers can be switched in the different Print dialog boxes for each software package.
- Users abusing printers (printing out entire books) will have print access removed.
- Please clean up your area and throw away misprints!
- If a document doesn’t print immediately, seek assistance... hitting Print 10 times will not solve the problem. 90 percent of printer problems are caused by this behavior.