

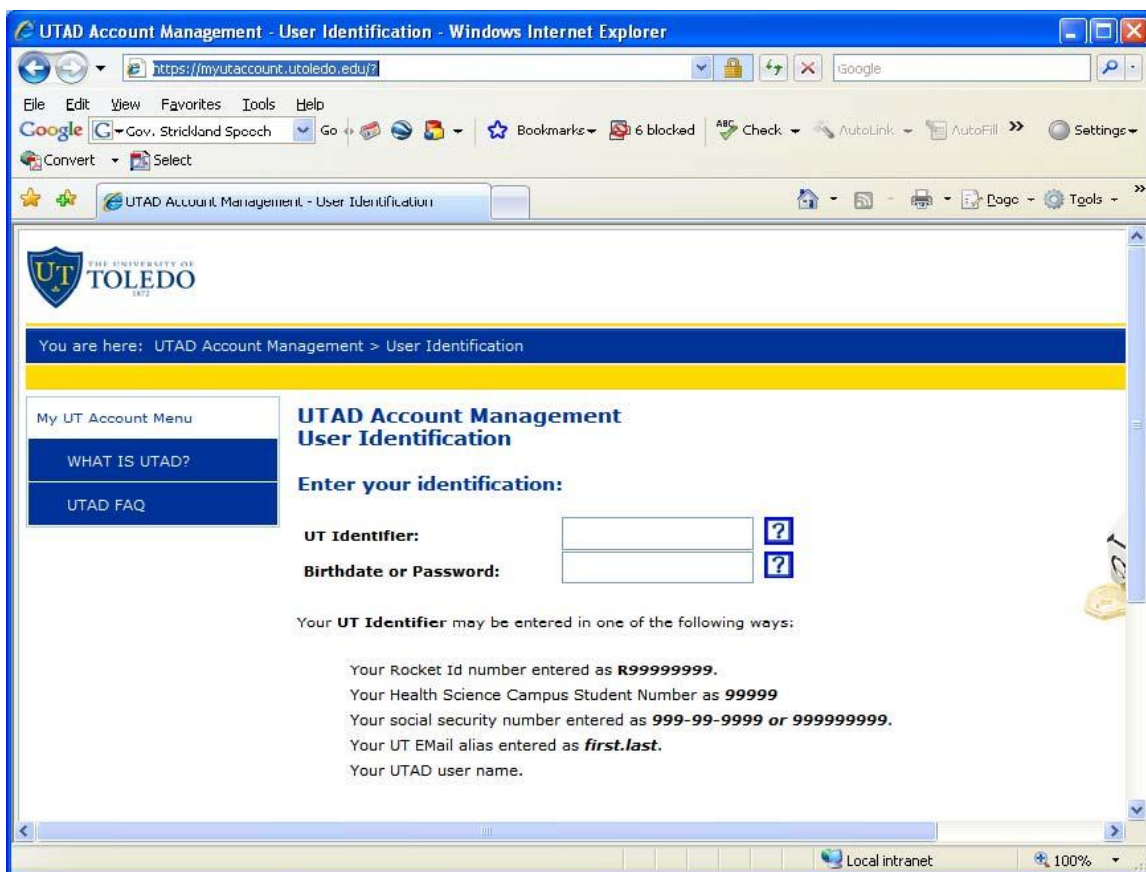
Law College Computer and Technology Information

Account Creation

All law students, faculty and staff must have a University of Toledo authentication domain (UTAD) computer account. This account will allow university constituents to log on to university computers, register for classes, post and receive grades and course information, use the university e-mail system, and save critical to data to network storage which is provided to each account holder. Once activated, your account will remain active until you have failed to register for two consecutive semesters. After that your account will be disabled and you will no longer have access to the above services.

Please follow this link <https://myutaccount.utoledo.edu/?> and follow the directions provided to create your account, set your password, and activate your email account.

Note: You must be in our student data base, or human resources data base, before you can activate your account. As a new student or employee you will need to wait for a day or so while the data bases are updated with your information before you can create your account. If you have registered for classes or have been working at UT for more than a week and you still can not activate your account please contact the College of Law IT department in LC 2003 or call the UT Computer HelpDesk at ext. 2400.



The screenshot shows a web browser window titled "UTAD Account Management - User Identification - Windows Internet Explorer". The address bar displays "https://myutaccount.utoledo.edu/?". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar contains various icons for navigation and utility. The main content area features the University of Toledo logo and a breadcrumb trail: "You are here: UTAD Account Management > User Identification". A "My UT Account Menu" sidebar contains links for "WHAT IS UTAD?" and "UTAD FAQ". The main heading is "UTAD Account Management User Identification". Below this is a section titled "Enter your identification:" with two input fields: "UT Identifier:" and "Birthdate or Password:". Each field has a help icon. Below the input fields, a note states: "Your UT Identifier may be entered in one of the following ways:" followed by a list of acceptable identifiers: "Your Rocket Id number entered as R999999999.", "Your Health Science Campus Student Number as 99999", "Your social security number entered as 999-99-9999 or 999999999.", "Your UT EMail alias entered as first.last.", and "Your UTAD user name." The browser's status bar at the bottom shows "Local intranet" and "100%".

Computer Access

Once you have created your account you will have access to login to the University provide computers by using your new login ID and Password.

Law College Computer Availability

Students have access to the computer lab located on the third floor of the library. The Lab is open to law students, faculty and staff only, and is available during library operating hours, unless a scheduled training is being held in the lab.

Legal Clinic and Law Review students also have access to computers in those areas. Many law student organizations also have an available computer.

Computer Labs on Campus

There are several computer labs on campus available to all students locations and hours are listed at http://www.utoledo.edu/it/CS/Lab_hours.html

The campus has an Information Commons located at Carlson Library. Info at <http://www.utoledo.edu/library/tech/infocommons.html>

Software Purchases

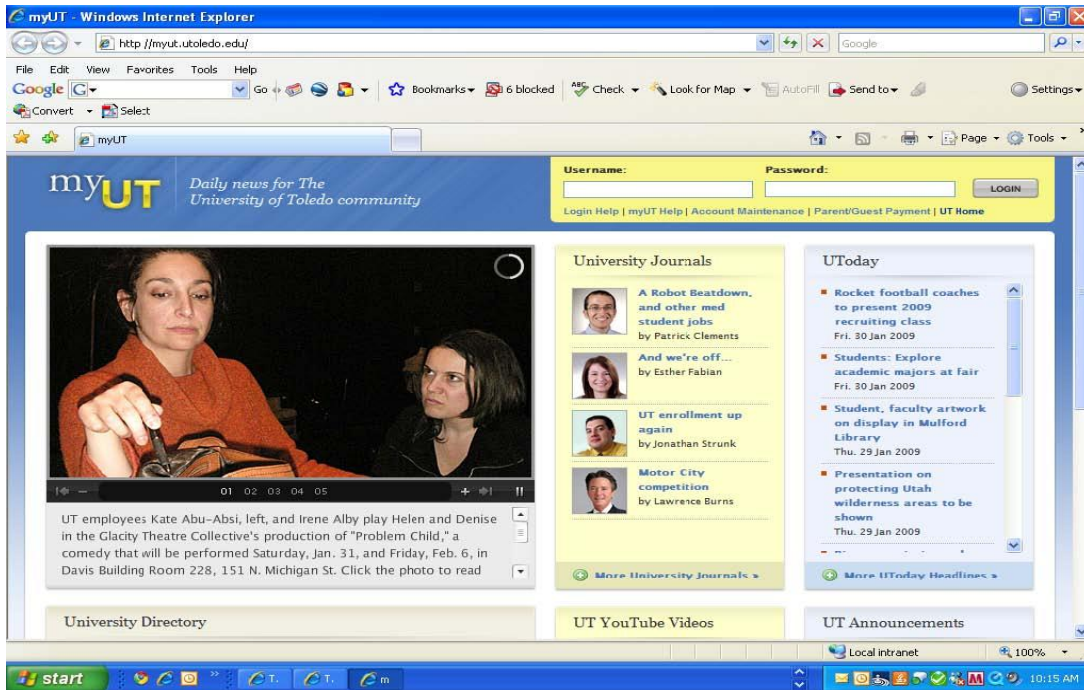
Each student may purchase software at greatly reduced pricing. [Software Purchase](#)

Student Laptop Recommendations

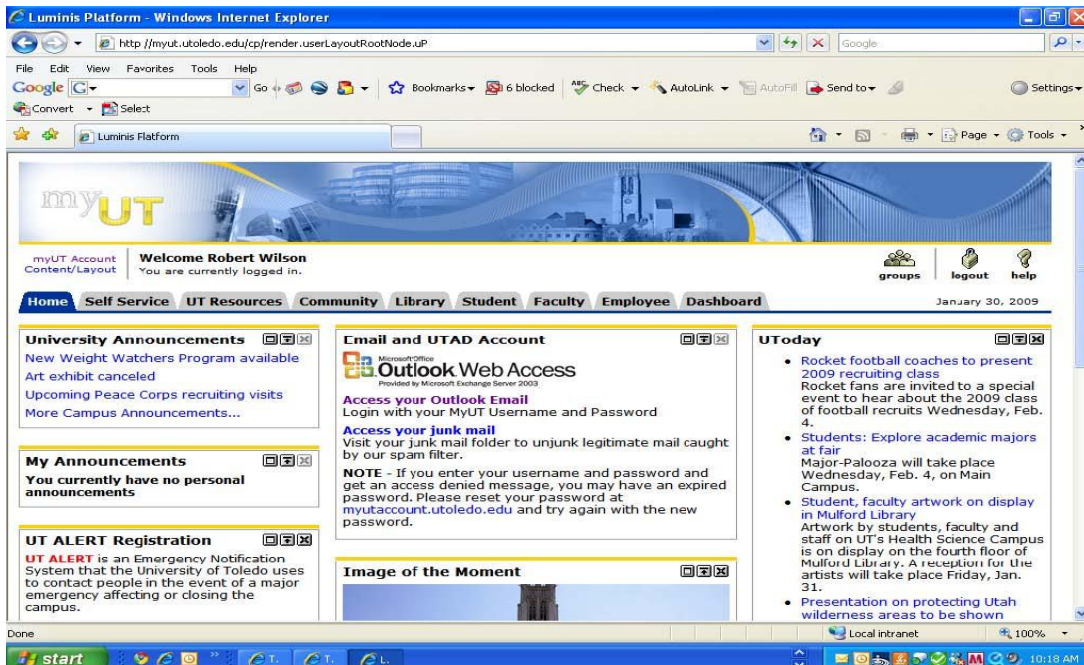
The college of law has no recommendations as to what type of laptop to purchase. The only recommendation is that you purchase a laptop capable of running the newest Mac or Windows software. All students have access to the UT Law: PUBLIC, PRIVATE and PRIVATEN Wireless network described below.

Class Registration, Communications and Grading Information

All Student information and communications can be located by opening your MyUT account at <http://myut.utoledo.edu/>



Enter your UTAD credentials and you will be taken to your MyUT account page from there you will have links register for classes, receive class information and grading and links to many other university services.



University E-Mail

Each student faculty and staff is provided with an e-mail account. Your email address will be your firstname.lastname@rockets.utoledo.edu if you have a common name you may have a number after your last name for instance if your name is John Smith your address may be john.smith23@rockets.utoledo.edu. All UT mail can be accessed via the web at <https://rockets.utoledo.edu/>.

Rockets Login - Windows Internet Explorer
https://rockets.utoledo.edu/

THE UNIVERSITY OF TOLEDO

Rockets.UToledo.Edu

Help and Information
Frequently Asked Questions
Initial Login Walkthrough

Email Login:

Please Note:

1. First time users, if you have NOT reset your password through the [MyUTAccount KIOSK](#) since the conversion to Outlook Live, please do so now.
2. Old Inbox email messages can still be accessed from the <https://email.utoledo.edu>.

Logon Information

User Name: *

Password: *

* Required Data For Logon

Login

Other University Links
My UT Account KIOSK
My UT Portal

What you need to know....

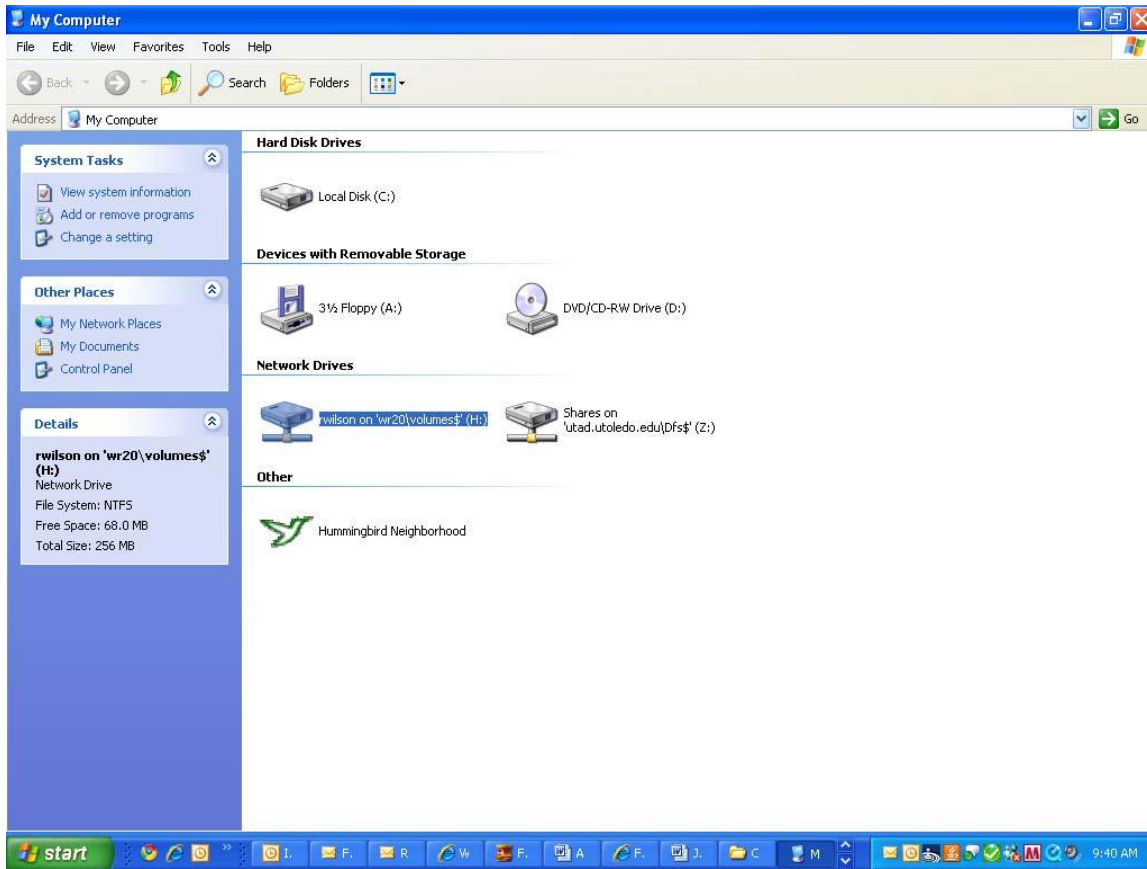
- Your new email address format is: `firstname.lastname@rockets.utoledo.edu`
- Your "username" is your UTAD account name and "password" is whatever you've reset your password to. If you do not know your password, you can reset it at <https://myutaccount.utoledo.edu>
- The University of Toledo will officially start sending email to your new address beginning August 15th, 2009
- Your old mailbox will be deleted on September 30, 2009 due to reconfiguration and resource reallocation of our entire email systems
- Your old calendar and contacts items cannot be migrated over to the new email system because there are no technical solutions to migrate these items

Local intranet | Protected Mode: Off

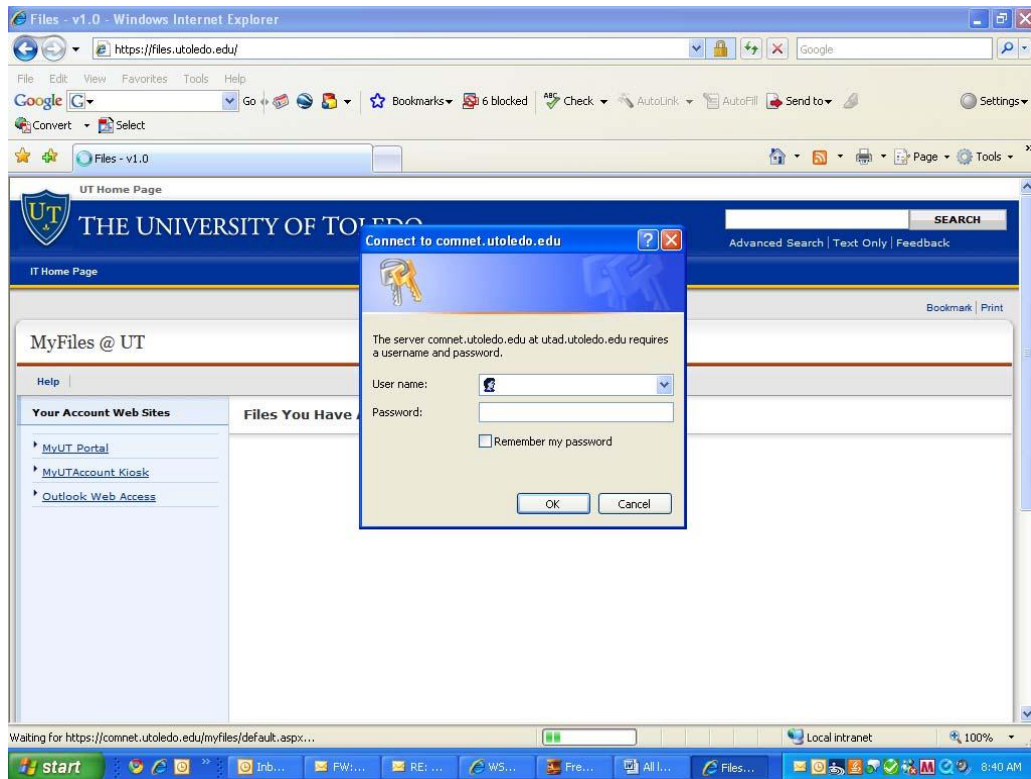
Just enter your UTAD authentication account credentials and your email will be accessible.

Network Storage

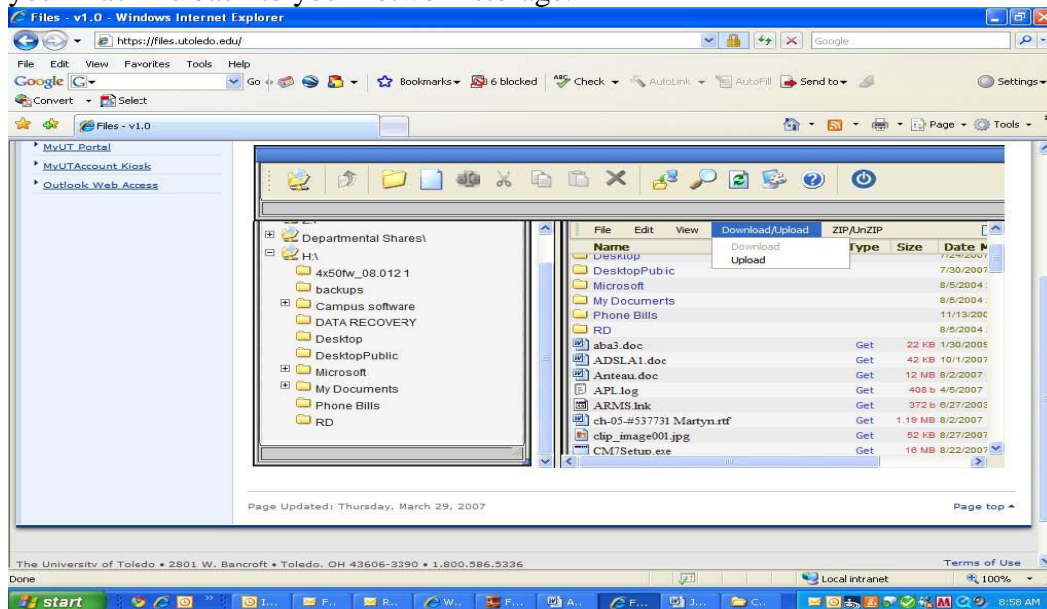
Every UT Law student, faculty and staff member has Network Storage which is secure and backed up daily. When you are logged on to one of our UT provided computers you will see a drive listed as your H: drive or home directory. This is your network storage location. You can use it to save your important data.



When you are not logged into a university computer you can access your home directory data via the web at: <https://files.utoledo.edu/>



Simply enter your UTAD credentials and the contents of your drive will be available. However if you access your drive in this manner you must use the download and upload option in order to download your file to access it on your computer and upload to copy your completed work from your machine back to your network storage.



Wireless Access

The University of Toledo has a free and open wireless network available for all students and visitors. When you are on campus browse for all wireless networks, and then connect to the wireless network named **Public**.

After you connect you must always open a browser which will direct you to a web page which will ask you to agree to the usage policy of the University wireless system.

After you click on the **I Agree** button you are free to use the wireless network.

Law Students also have access to the UT **PRIVATE** wireless system, however this does require the setup of your laptop's wireless communication software.

Instructions for setup: http://www.utoledo.edu/it/NS/UTNet_Connections.html

Exam Software

The College of Law provides software which you will use to take your exams. The software used is from [Extegrity](#). This software will allow you to take your exams on your laptop and submit them through the network. The software encrypts your exam answers and the exam is not decrypted until it is printed out for your professor. The exam software must be downloaded to your laptop each semester before exams. You will be notified when the software is available for download each semester. Video tutorials for the software are available at <http://law.utoledo.edu/students/exam4.htm>.

Once you have downloaded the software open it and submit a practice exam. If you have any trouble submitting a practice exam please the technical assistants In the Office of Student Computing LC2003.

While taking your exam the software auto-saves your work every few seconds so you do not need to save it manually. It is important to note that if for some reason during your exam your laptop locks up or encounters a problem you need to finish your exam by hand. Once your exam is complete we can recover the electronic portion of the exam and add it to your hand written portion.

Remember that when you take an exam on your laptop there is always the possibility that a hardware failure could cause you to lose your exam data. This would be an extremely unlikely possibility (we have never lost any exam data in the six years we have used this testing method) however it is a possibility.

There are several ways to submit the exam once it is completed the easiest is to make sure you connect to the wireless network before you open the Exam software and when you have completed the exam just submit the exam electronically.

If you fail to connect to the network and before you open your exam software, you can also just end your Exam software, then connect to the network, then re-open your Exam software and you will have the option to submit your exam electronically. Another option is to connect your laptop to a wired network connection in the Law College and submit the exam electronically. You can

also save the exam on USB drive or CD and hand it in that way.

Once you have closed out of your exam you will not be able to look at it again but you can submit the exam at any time after the exam is completed. So if you are having trouble with exam submittal, just tell your professor and bring your laptop to the main office, where we can make sure it is retrieved properly.

Law College Technology

Each classroom in the College of Law is equipped with Smart Board Technology.

The Smart Board allows our instructors the ability to present a lesson, save it and post the information to the students.

Smart Board Viewer Software

The professor may give you access to these Smart Notebook Files which you can view by downloading the [Viewer Software](#) from [SmartTech.com](#)

All classrooms are also equipped with VCRs DVDs and the university cable system which allows for all classes to easily view any video information the professor wishes to present.