

How do I obtain a NEIUport NetID & Password?

NEIUport accounts are automatically created for students enrolled at NEIU. To look up your NEIUport NetID and password, you will need to enter your NEIU ID number and date of birth. Your NEIU ID number can be found on your NEIU ID card and on your validated bill. Starting on January 2, 2007, the web site below will bring you to the NEIUport login screen.

<http://neiuport.neiu.edu>



5500 NORTH ST. LOUIS AVENUE
CHICAGO, ILLINOIS 60625-4699
STUDENT COMPUTING SERVICES
[HTTP://WWW.NEIU.EDU/~SCS](http://www.neiu.edu/~scs)

Your NEIUport account allows you to:

- Send and retrieve e-mail.
- Access the Ronald Williams Library Databases from an off-campus location.
- Access Blackboard.
- Create a personal web page which can be viewed on the Internet from anywhere in the world.
- Use the printers in the NEIU Student Computing labs.

How do I print at NEIU?

Effective January 2005, all Academic Computing open labs will require students to follow the steps listed below in order to print their documents:

1. Print your document.
2. Enter your NEIU NetID and password.
3. Select **Print using allowance**.
4. The print job will be sent to the release station where you must select your NetID.
5. Enter your password and click the **Sign In** Button.
6. Select the print job and a check mark will appear next to the selection. Click the **GoPrint** Button.
7. Verify that you are printing the correct document and your quota is being deducted accordingly. Click the **Accept** button to print your job.
8. Collect your printout at the printer.



Detailed instructions on how to use the GoPrint system may be found at <http://www.neiu.edu/~scs> under the **Tutorials** section.

How do I use the software in the computer labs?



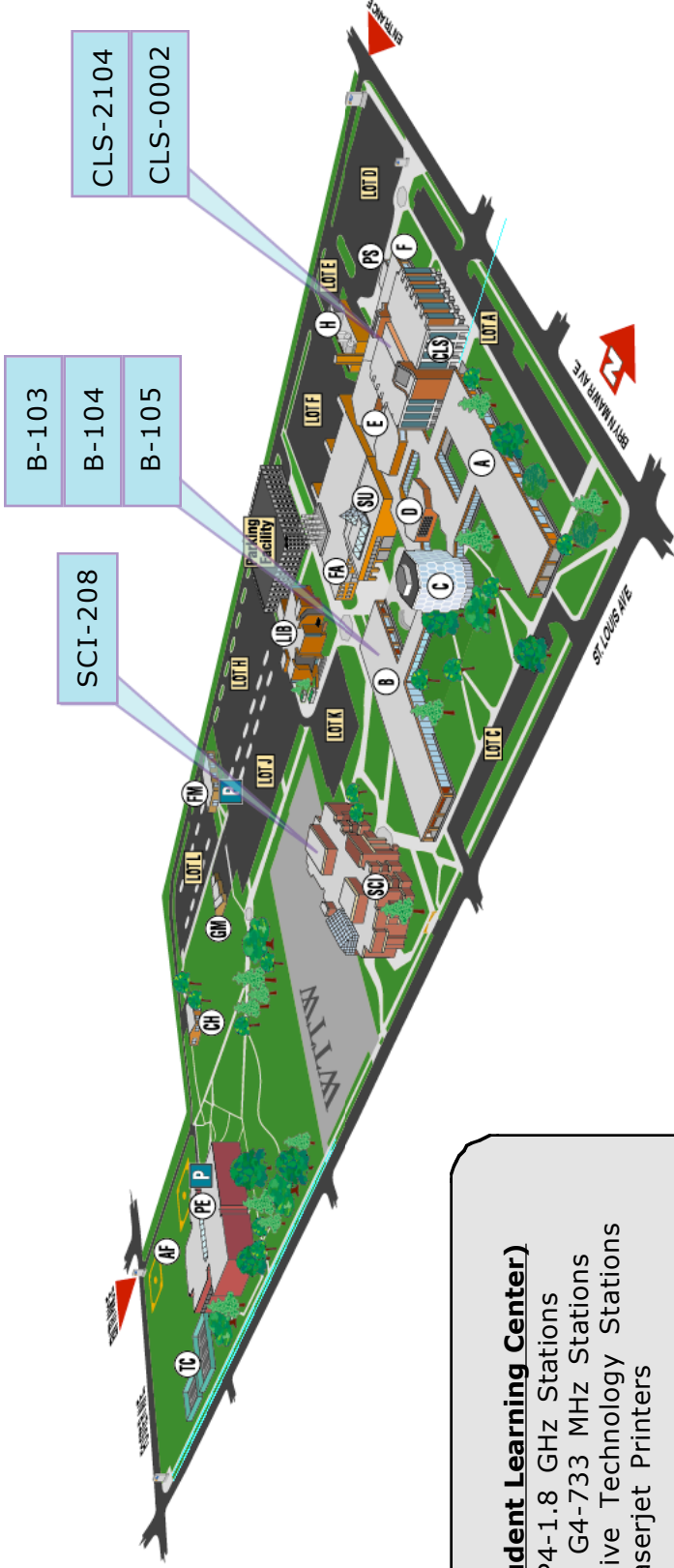
Lab assistants are available in each lab to help with minor questions or tasks. In addition, Student Computing Services provides technical tutorials on various topics which include, but are not limited to, Windows, Macintosh, and the Internet.

Tutorials and additional information can be found at <http://www.neiu.edu/~scs>.

Student Computing Services
B-107
773-442-4390
www.neiu.edu/~scs
scs@neiu.edu

8/22/07

Student Computing's Main Computer Labs



B-103 (Student Learning Center)

- 53 Dell P4-1.8 GHz Stations
- 30 Apple G4-733 MHz Stations
- 4 Adaptive Technology Stations
- 4 HP Laserjet Printers

B-104 (Macintosh Workshop Lab)

- 6 iMac G5-1.8 GHz Stations
- 9 PowerMac G5-2x 2.3 GHz Stations
- 1 Adaptive Technology Station
- 1 Instructor Station
- 1 HP Laserjet Printer

B-105 (Windows Workshop Lap)

- 18 Dell P4-3 GHz Stations
- 1 Adaptive Technology Station
- 1 Instructor station
- 1 HP Laserjet Printer

Hours:
M-R 8am - 10pm
F 8am - 5pm
SA 8am - 5pm
SU 12pm - 5pm

CLS-2104 (Atrium)

- 34 Dell P3-2 GHz Stations
- 12 iMac G4-800 MHz Stations

Hours:
Varies according to building hours.

CLS-0002 (Information Commons)

- 56 Dell P4-3 GHz Stations
- 12 iMac G5-1.8 GHz Stations
- 4 Adaptive Technology Stations
- 2 Multimedia Stations
- 3 HP Laserjet Printers

Hours:
M-R 8am - 10pm
F 8am - 5pm

SCI-208

- 14 Dell P4 - 2.2 GHz Stations
- 2 Apple G4 - 400 MHz Stations
- 1 HP Laserjet Printer

Hours:
M-R 8am - 10pm
F 8am - 5pm

Visit www.neiu.edu/~scs for more information regarding our other labs and services.