



**VAAAL UNIVERSITY  
OF TECHNOLOGY**

*Inspiring thought. Shaping talent.*

|  
**IT Services**

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## **Student Self-Service – How to access Open Computer Laboratory (P-Block & Gym-Hall)**

**Refer to Appendix A & B for Laboratory Rules.**

**1. Entrance**

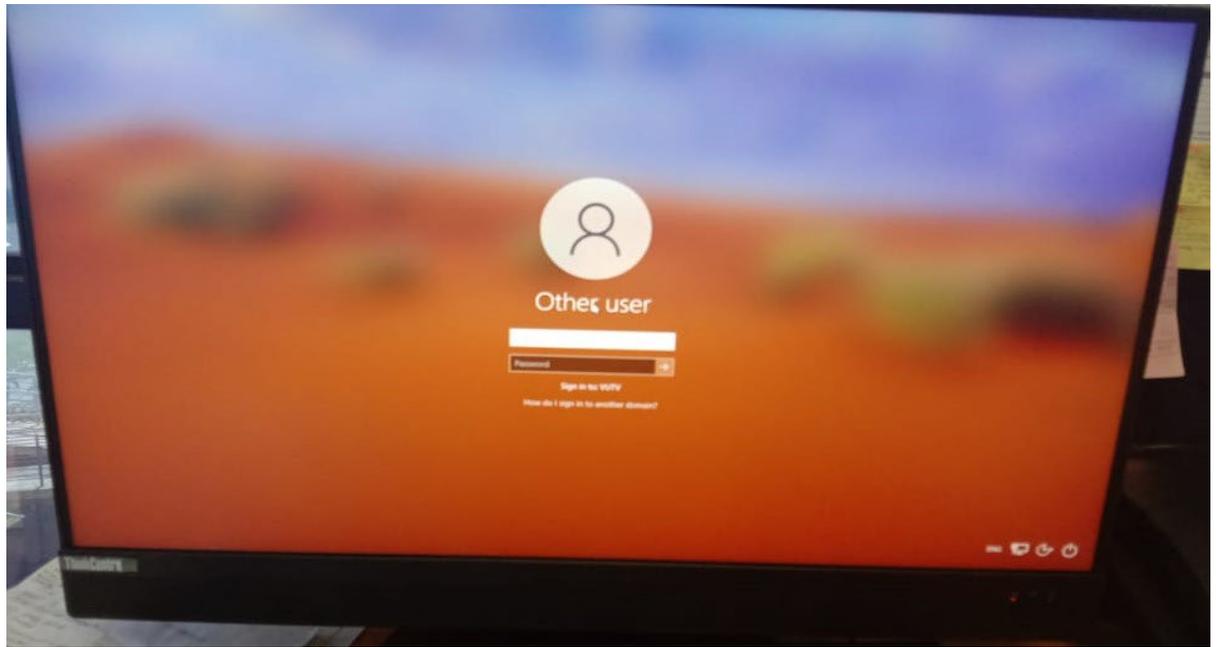
Produce your student card to the security personnel and sign the register by the door.

**2. Login in to Computer**

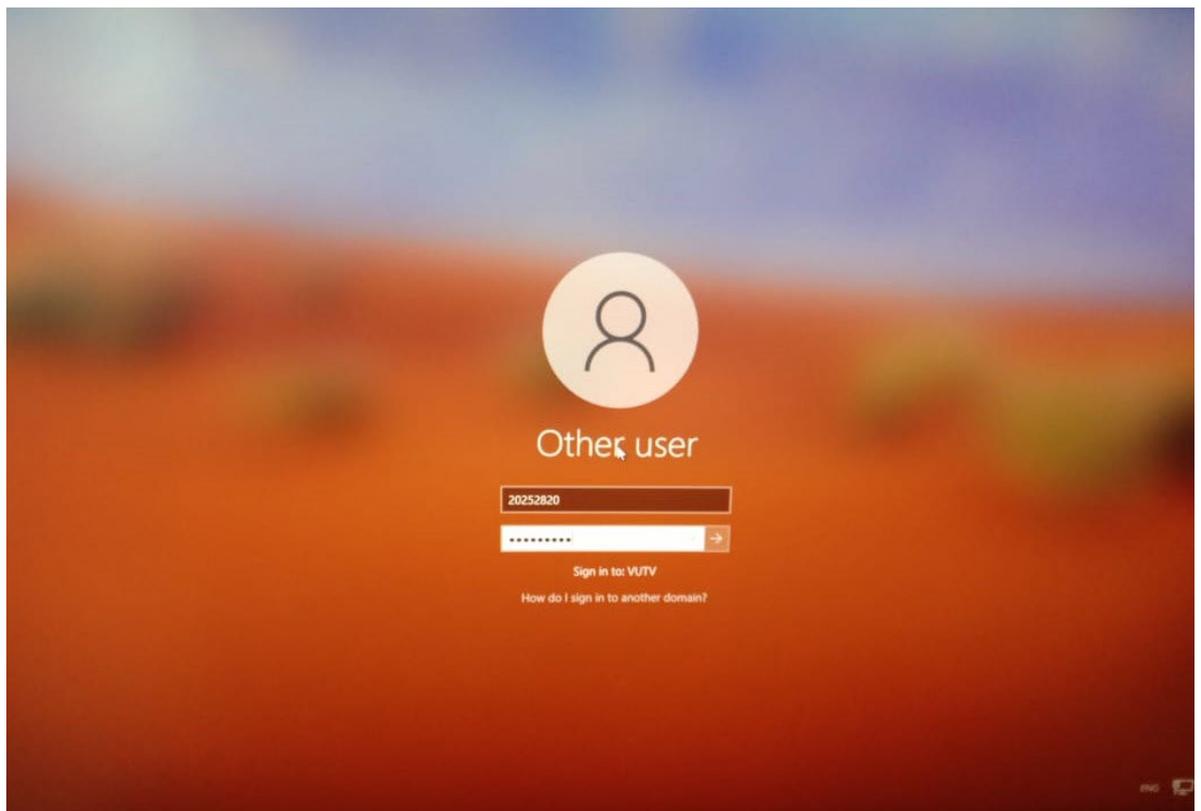
2.1 This is how the computer looks when locked



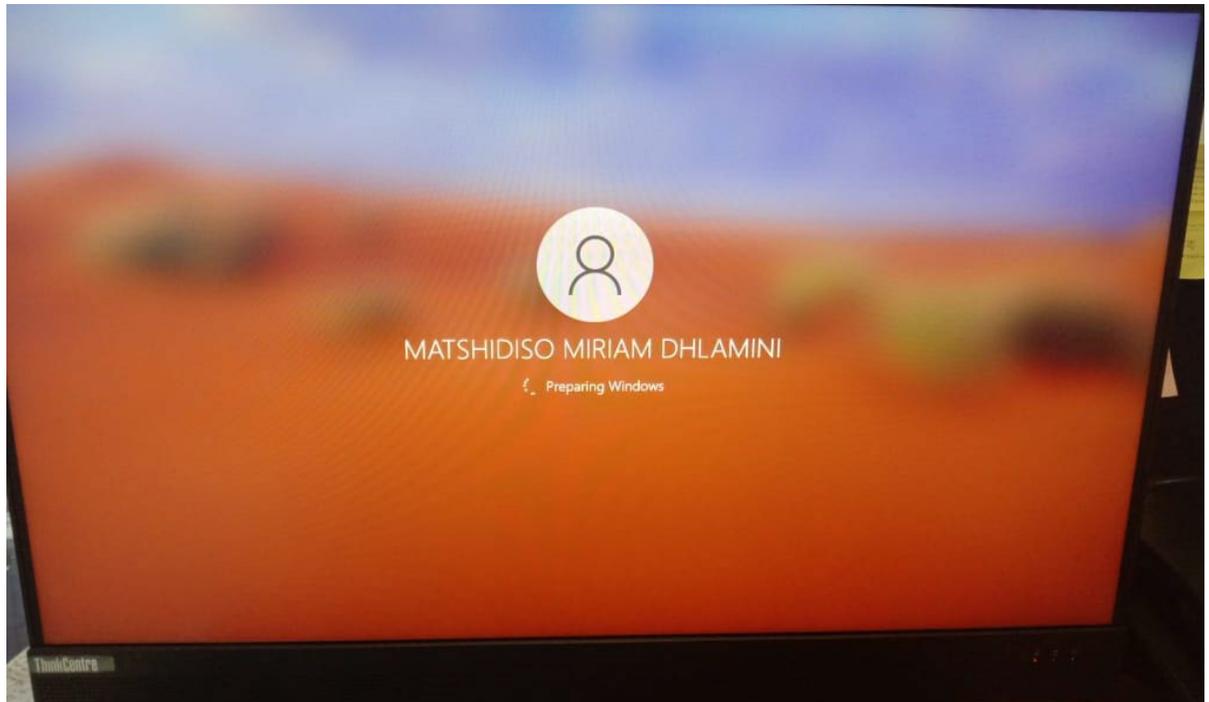
2.2 Press any key on the keyboard and the below will appear



2.3 Type in your student number and your Ad/Email password, then press enter or click the small arrow.



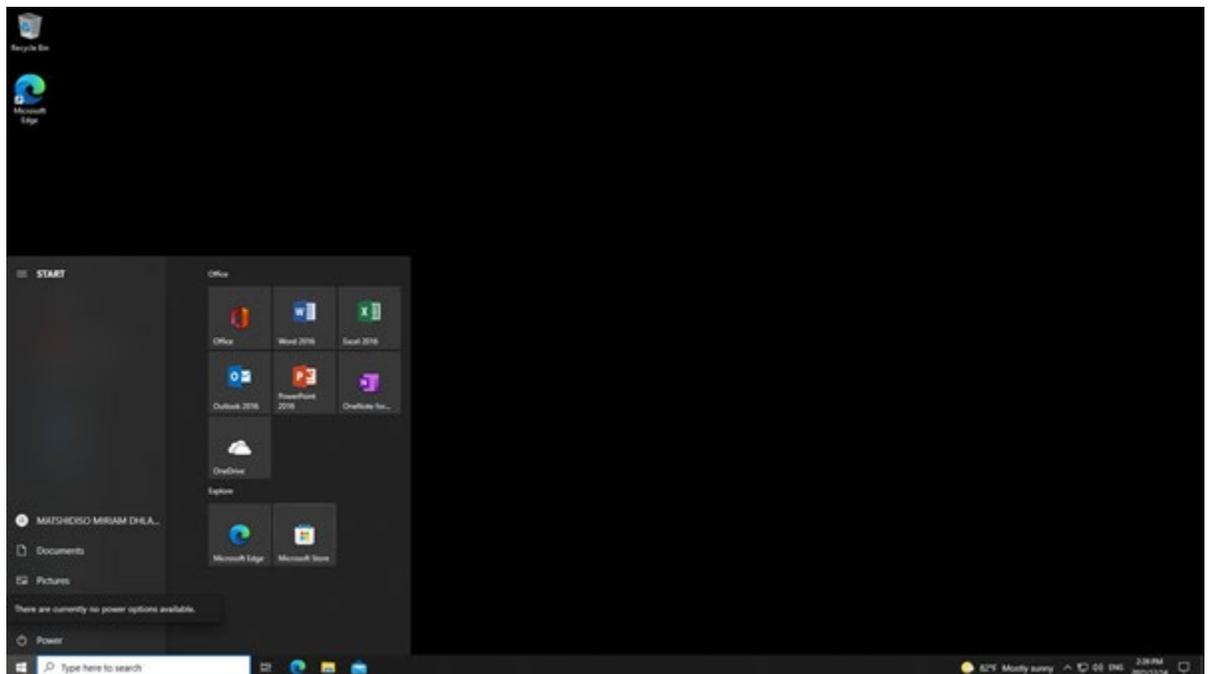
2.4 Wait for the computer as it loads/create your profile



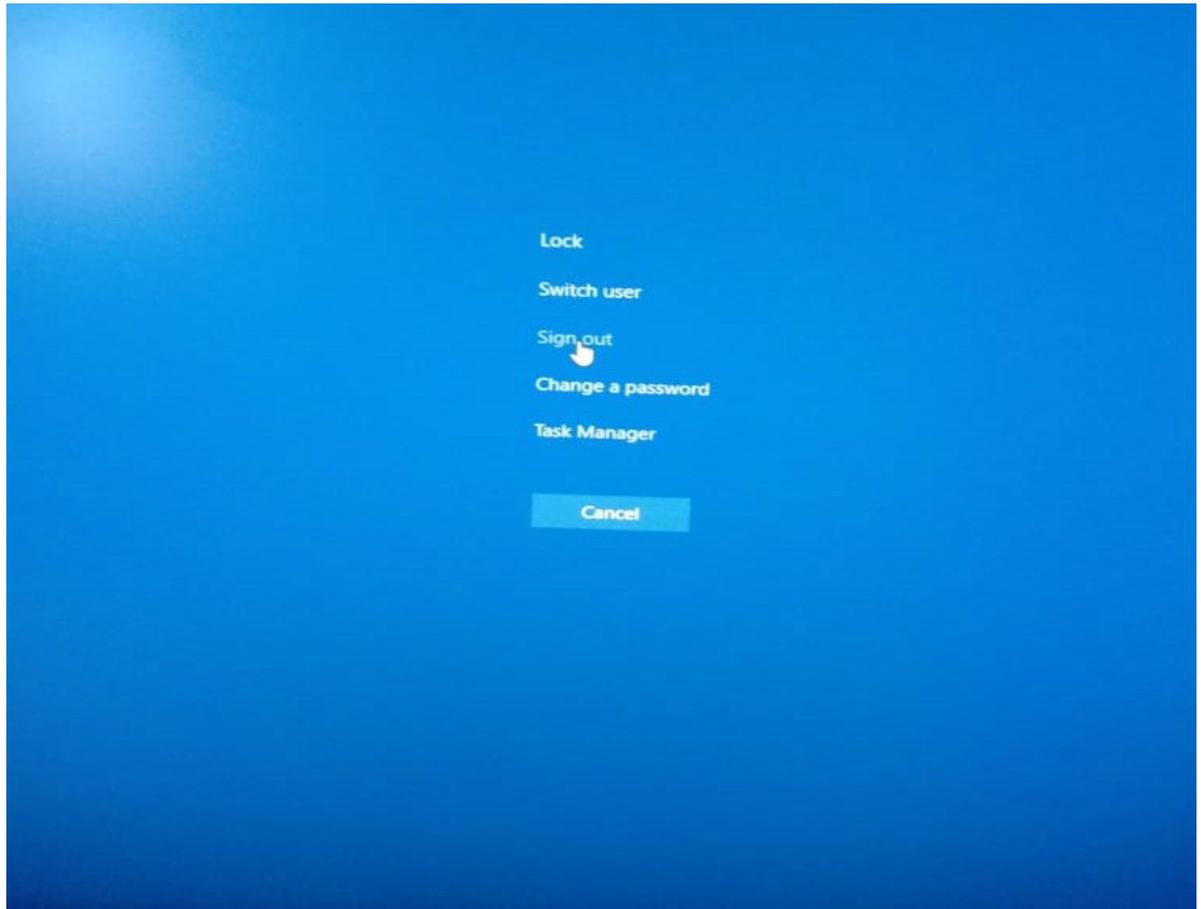
2.5 Once you're logged in you can now use all the applications installed on the computer.

- Office package
- Browsers
- Adobe DC
- Note that printing is also allowed and to release your jobs, insert your student number and vut password at the terminal

2.6 Remember students have no right to switch off computers, please see below



**2.7** For a student to be able to logout, press **Ctrl+Alt+Del** all at once and the below will load then select **Sign out**



**If you having issues connecting to PC contact Laboratory Technician**

## APPENDIX A

### **Laboratory Access Rules**

1. No member of the University community may assume another person's identity for any reason whatsoever.
2. No user may communicate or act under the disguise, name, identification, email address, signature of another person.
3. Any member of the University community who, without authorisation, accesses, uses, destroys, alters, dismantles or disfigures the University's properties or facilities, including those owned by third parties will be referred to proper authority for appropriate action, which may include the loss of computer privileges.
4. Access to the networks and to the information technology environment at the Vaal University of Technology is a privilege and must be treated as such by all users.
5. Ability to access computer labs does not imply authorisation to do so, users must ascertain what authorisations are necessary and must obtain such authorisation before proceeding.
6. Accounts and passwords and other identification mechanisms may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the University.
7. The user accepts co-responsibility for the health and well-being of this labs in collaboration with all other users, and specifically to guard against abuses which disrupt and/or threaten the long-term viability of the resources.

**Violation of these rules may result in immediate expulsion from the lab and/or computer privileges being revoked.**

## **APPENDIX B**

### **General Laboratory Rules**

1. Food and drinks are not permitted in the computer Lab under any circumstances.
2. The computer lab is a non-smoking environment.
3. Do not remove any cables on the workstation. Wi-Fi is available should the user wish to connect their personal devices.
4. Changing hardware and software configurations in the Lab by unauthorized person is prohibited. This includes modifications of the settings, configuration of the printers and modification of system software. Violators of this policy will be referred to proper authority for appropriate action, which may include the loss of computer privileges.
5. Computer workstations cannot be reserved. Please do not attempt to do so by leaving belongings at a workstation while you go to class. If a workstation is left unattended for longer than fifteen minutes, it will be given to another student.
6. Do not disrupt other users. Keep noise to a minimum.
7. Keep the Lab tidy. Discard wastepaper into the appropriate bins, pick up your printouts promptly. Push in your chair when leaving the Lab and don't forget to logout.
8. Always save your work on external memory device, once the computer goes off all the work you have done will be lost.
9. Students will be held responsible for any wilful damage.
10. YouTube or any other video streaming will only be allowed on study related issues, anything other than that (watching series, downloading music, etc.) is prohibited, and please always use headphones to ensure the respectful air space of other users.
11. Lost & Found items are stored for a maximum of two weeks in the offices located in the labs, and then they are delivered to Protection Services, located within the campus.

**Violation of these rules may result in immediate expulsion from the lab and/or computer privileges being revoked.**