



Laptop Information: International students attending UCD Quinn School

The following information will help you understand what you need to do prior to travelling to Ireland and what to do when you arrive to UCD. It should also give you a better understanding of the IT structure within the university and services available to you.

1 Your Laptop

Before you leave...

- Your laptop will be given access to the UCD network if it is in working condition. Any hardware or software faults should be fixed prior to travelling to UCD.
- You should have an updated anti-virus program and your laptop must be free of viruses
- Your laptop must be spyware free.
- The Quinn School of Business operate in a Microsoft Windows environment. All laptop use/support at UCD is based around Windows XP/7 Professional. You are advised to install Windows XP/7 Professional prior to travelling.
- Your laptop must have the latest Windows updates installed.
- You must have a recent version of Microsoft Office installed. If you are taking the course "ICT in Business" (MIS10050) or "Data Analysis for Decision Makers" (SBUS10050) then please ensure you have MS Office 2010 Professional Edition installed.
- UCD are unable to provide students with licensed software so ensure you bring all required software CD's and DVD's with you.
- You should contact your laptop manufacturer for details of hardware support within Ireland as this facility is not provided by UCD.

When you arrive to UCD Laptop Registration

If you are bringing a laptop to the UCD Quinn School you must register the system for use on UCD's network. Laptop Registration will allow you access to the cabled network (there is no wireless in Quinn school classrooms).

Before attempting registration of your laptop, turn your wireless aerial off.

Plug your network cable into a network port (these are available in all study areas or classrooms in the Quinn building). You will be prompted for a username/password, you should use your UCConnect account details.

IT Services (ITS) will provide support for this service Monday-Friday in one of their support centres.

IT Support Centre	Location	Opening Hours
Daedalus Building	Ground Floor	Monday to Friday 09.30 to 17.30
Health Sciences Building	Ground Floor	Monday to Friday 09.30 to 17.30

During your stay

- If your laptop's anti-virus programme expires before your semester ends, you can install UCD's campus anti-virus software (Sophos). This must be uninstalled when you leave UCD.



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2 UCD Connect Account

UCD Student Account You will receive your UCD account information during registration. This account will give you access to special UCD IT systems, such as Blackboard (virtual learning environment), e-mail and printing.

3 Email

All email communication from students to staff must come from your UCD Connect email address

To access your UCD email account go to www.ucd.ie and login using your UCD Connect account information.

Email addresses follow this naming convention: Firstname.lastname#@ucdconnect.ie
Your UCD email should be checked regularly as staff use this address to communicate important information

Please see UCD’s full email and computing policies here :
<http://www.ucd.ie/registry/academicsecretariat/emailpol.pdf>

3 Virtual Learning Environment (Blackboard)

To access your online courses login to www.ucd.ie (UCD Connect)
Once logged in click the top right hand button “Blackboard”.

When using Blackboard you should use Blackboard approved browsers (only).
If you have problems uploading a document or submitting an online test it is more than likely you are using a non-certified browser.

You should use Blackboard with the following certified internet Browsers:

Windows XP Users: Internet Explorer V7 or higher Firefox 3.0 or Higher	Windows 7 users: Internet Explorer 8 Firefox 3.5
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5 Common IT Queries (International Students)

Using AOL & Yahoo Messenger in Quinn Yahoo messenger and ICQ in Quinn School requires you to use the following proxy setting:
proxy1.ucd.ie & port 8484

Wireless @ Home UCD cannot offer any support for wireless networks in off campus (non UCD) accommodation.

Printing Copi-Print are responsible for the student printing system within the UCD Quinn School if you wish to use this system then you should organise an appointment with them directly in room Q120.
Copi Print also sell hardware consumables and network cables.