



UC HASTINGS
COLLEGE OF THE LAW
SAN FRANCISCO

Library and IT Orientation 2017

Library 101 – library.uchastings.edu

- 4th and 5th floor of the 200 building
- Regular library hours are
 - **Monday through Thursday, 8 am – 11 pm**
 - **Friday, 8 am to 9 pm,**
 - **Saturday 8 am – 8 pm**
 - **Sunday 10 am – 11 pm**
- **Food and Drink okay, but don't be smelly**
- **Study rooms are available**
- **Printers and scanners available (using your Hastings ID)**

Borrow stuff from us!

- Borrow stuff using your UC Hastings ID
- Study aids, commercial outlines, and audio CDs of law school lectures
- DVD Movies
- Course Reserve Materials and Casebooks
- Borrow laptops, phone and computer chargers, flash drives, headphones, VGA adapters, safety whistles, umbrellas, and bike lights

Stuff available online

library.uchastings.edu

- Previous exams
- West Online Study Guides
- Librarian created research guides
- Tons of legal databases

Reference Desk

<http://library.uchastings.edu/services/ask-a-librarian>

415-565-4751

200 Building, 4th floor – next to Circulation

Monday - Thursday, 9 am to 7 pm;

Friday 9 am to 5 pm;

Saturday 9 am to 5 pm

IT Helpdesk

helpdesk@uchastings.edu

415-565-4625

200 Building, 4th floor, RM 440

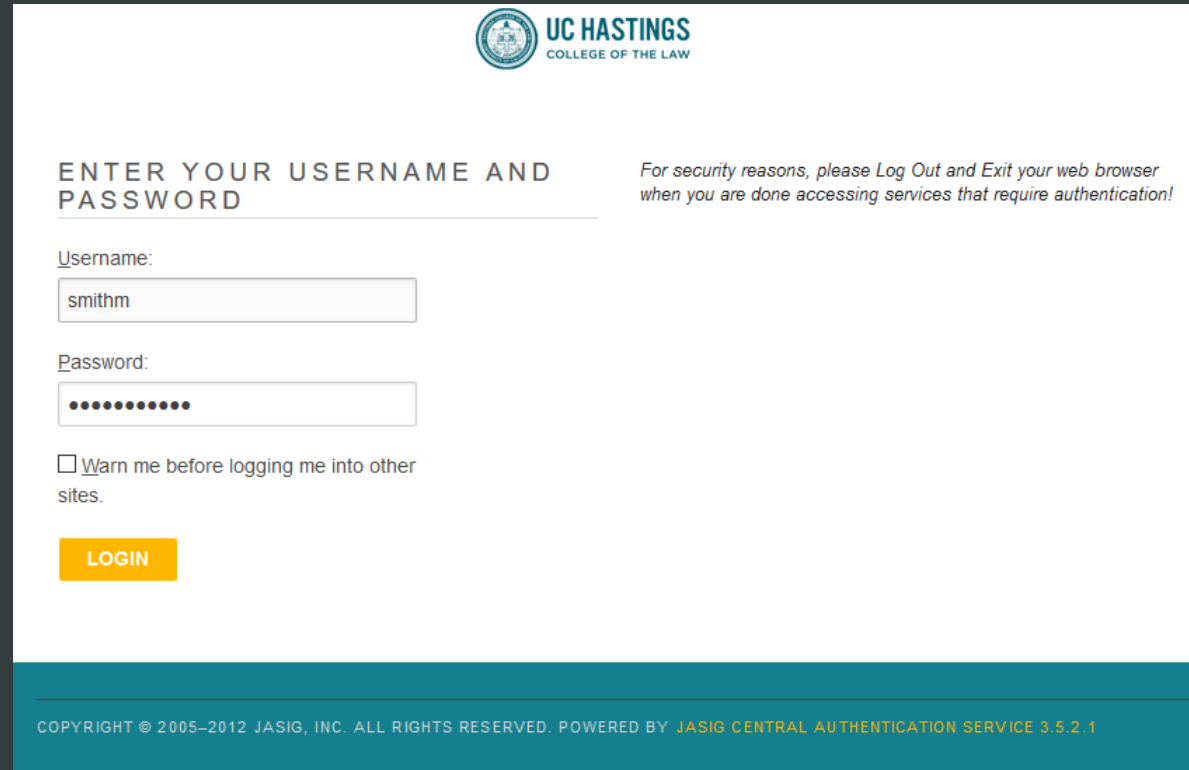
Drop in hours TBA

Wireless Internet

- SecureHastingsWifi
 - Login with your UC Hastings username and password
 - Accept the certificate when prompted.
 - Smartphones
- Hastingsplay

- Instructions: uchastings.edu/wireless

One Login Rules Everything



The screenshot shows the UC Hastings login page. At the top left is the UC Hastings College of the Law logo. The main heading is "ENTER YOUR USERNAME AND PASSWORD". To the right of this heading is a security warning: "For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!". Below the heading are two input fields: "Username:" with the text "smithm" and "Password:" with a masked password of ten dots. There is a checkbox labeled "Warn me before logging me into other sites." and a yellow "LOGIN" button. At the bottom, a teal footer contains the text: "COPYRIGHT © 2005–2012 JASIG, INC. ALL RIGHTS RESERVED. POWERED BY JASIG CENTRAL AUTHENTICATION SERVICE 3.5.2.1".

Your UC Hastings username is your email address without “@uchastings.edu”

Your UC Hastings password is the same as your email password

... so when you forget it

TO ENROLL YOURSELF FOR PASSWORD RESET SERVICE: <https://aka.ms/ssprsetup>

TO CHANGE YOUR PASSWORD OR IF YOU HAVE FORGOTTEN YOUR PASSWORD:
<https://passwordreset.microsoftonline.com/>

If you have any difficulty accomplishing either of these tasks, please write to:
helpdesk@uchastings.edu

Email

email.uchastings.edu

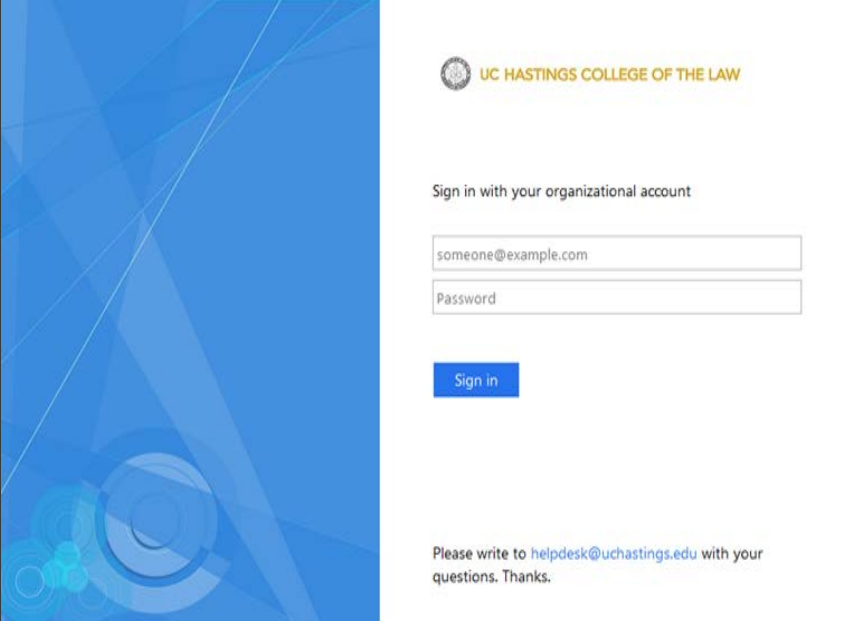
- Login with your full email and password
- Email forwarding is strongly discouraged because of the chance of lost email

Email information:

uchastings.edu/email

Email instructions:

uchastings.edu/office365



UC HASTINGS COLLEGE OF THE LAW

Sign in with your organizational account

someone@example.com

Password

Sign in

Please write to helpdesk@uchastings.edu with your questions. Thanks.

Printing

Print.uchastings.edu

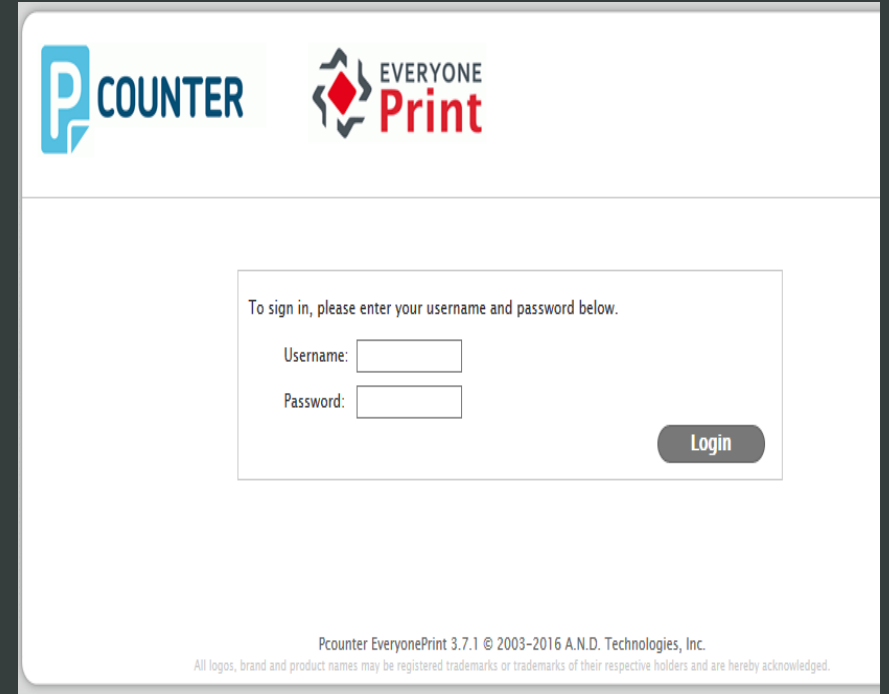
businesscenter@uchastings.edu

Phone: (415) 565-4882

Open M-F, 8a-5p on the 1st floor of 200 McAllister

Instructions:

uchastings.edu/print



The screenshot shows the login interface for Pcounter EveryonePrint. At the top left is the Pcounter logo, and at the top right is the EveryonePrint logo. Below the logos is a login form with the following elements:

- A heading: "To sign in, please enter your username and password below."
- A "Username:" label followed by a text input field.
- A "Password:" label followed by a text input field.
- A "Login" button located to the right of the password field.

At the bottom of the page, there is a copyright notice: "Pcounter EveryonePrint 3.7.1 © 2003-2016 A.N.D. Technologies, Inc. All logos, brand and product names may be registered trademarks or trademarks of their respective holders and are hereby acknowledged."

Canvas

canvas.uchastings.edu

Things you will find in Canvas:

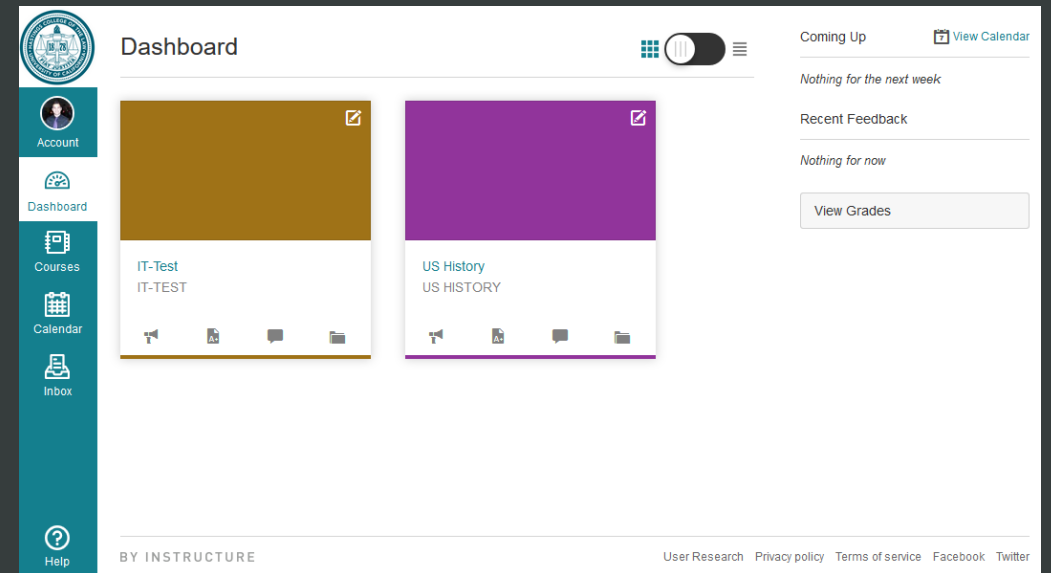
- Class materials
- Assignments

Things you can do in Canvas

- Communicate with your professors and classmates

Canvas offers 24/7 support

- Click the help button in Canvas for chat/telephone support




WebAdvisor

<https://webadvisor.uchastings.edu>

Application for:

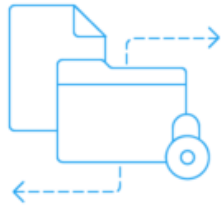
- Class registration
- Payment of fees
- Residency status
- Transcripts
- Sign up for Direct Deposit
- Holds
- Your Exam number



The screenshot shows the UC Hastings WebAdvisor homepage. At the top left is the UC Hastings College of the Law logo. To its right is the text "UC HASTINGS COLLEGE OF THE LAW". Further right are navigation links: "LOG IN", "MAIN MENU", and "CONTACT US". Below these is a "WebAdvisor FAQ" link. A prominent blue banner reads "Go Directly to Search for Sections". The main content area features a "Welcome Guest!" message, a link to "Click here for the list of strongly recommended courses", and a prompt to "Select your point of entry to the right." Below this is a maintenance notice: "Note: the WebAdvisor system will be unavailable for system maintenance during the following times: Daily from 1:00am to 2:30am." To the right of the notice are four profile picture thumbnails labeled "Employees", "Current Students", "Admitted Students", and "Faculty". At the bottom, there is a footer with links: "UC Hastings Home", "Hastings Records Office", "Hastings Admissions Office", and "Hastings Fiscal Services". On the right side of the footer are "LOG IN", "MAIN MENU", and "CONTACT US" links. The bottom right corner features the "WebAdvisor" logo with "POWERED BY DATAFEL" underneath.

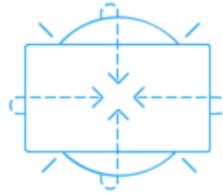
BOX.COM

Box Improves Campus Collaboration



Simplify Sharing for Faculty and Staff

Whether its sharing intramural research between universities or distributing syllabi and coursework to students, Box lets faculty and staff promote innovation while securely managing their intellectual property.



Anytime, Anywhere Access for Students

With unlimited storage for universities, colleges and students, Box provides the ability to securely access content from any device, anywhere, while keeping files on mobile devices and desktops in sync.



Tighten Campus Information Security

Campus IT teams can improve governance with rich admin controls and enterprise security features, while users can easily manage personal content with features like remote logout and granular access permissions.

Information for you at

uchastings.edu and

uchastings.edu/itorientation

The screenshot displays the UC Hastings website. At the top left is the UC Hastings logo, which includes the text "UC HASTINGS COLLEGE OF THE LAW SAN FRANCISCO" and a circular seal. To the right of the logo are the links "VISIT | GIVE" and a search box labeled "Search UC Hastings". Below the logo is the tagline "MADE IN SAN FRANCISCO. READY FOR THE WORLD." A teal navigation bar contains the following links: "ABOUT", "ACADEMICS", "ADMISSIONS", "OUR FACULTY", "STUDENT LIFE", "CAREER OFFICE", and "NEWS". Below this bar is a breadcrumb trail: "HOME PAGE / ABOUT / OFFICES & SERVICES / INFORMATION TECHNOLOGY / IT ORIENTATION". On the left side, there is a section titled "INFORMATION TECHNOLOGY" with a list of links: "About", "Accessibility", "Cascade Server Training Information", "Computer Lab", and "Computer Purchases & Disposal". The main content area is titled "IT Orientation" and contains two paragraphs of text. The first paragraph describes the IT Office's role and provides contact information for the IT Help Desk. The second paragraph discusses login credentials for UC Hastings systems. On the right side, there is a teal sidebar menu titled "INFORMATION FOR YOU" with a person icon. The menu items are "Prospective Students", "Current Students", "Faculty & Staff", "Our Alumni", and "Employers". The "Current Students" link is circled in red.

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VISIT | GIVE Search UC Hastings

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ABOUT ACADEMICS ADMISSIONS OUR FACULTY STUDENT LIFE CAREER OFFICE NEWS

HOME PAGE / ABOUT / OFFICES & SERVICES / INFORMATION TECHNOLOGY / IT ORIENTATION

INFORMATION TECHNOLOGY

- About
- Accessibility
- Cascade Server Training Information
- Computer Lab
- Computer Purchases & Disposal

IT Orientation

The Information Technology (IT) Office understands that the availability and significant positive and negative effect on students. We invite you to contact us if you need help. The IT Help Desk is located in room 440 of the Library in the 2000 building, open during regularly scheduled class hours. The email address is helpdesk@uchastings.edu 415-565-4625.

Your username and password for almost all UC Hastings systems, including Canvas, WebAdvisor and KScope, is the username and password that you created when first registering for Law School. If you forget your password, please email the IT Help Desk. Go to the [Change Your Password](#) page to change your password.

INFORMATION FOR YOU

- Prospective Students
- Current Students**
- Faculty & Staff
- Our Alumni
- Employers

uchastings.edu/intranet

LAUNCHPAD



Book a Room or Event



Course Payment, Registration; Grades



Box File Sharing



Course Materials



Seating Chart



Email



ExamSoft



How-tos & Tutorials



Events Calendar



Faculty Evaluations



Financial Aid Supplement



Register/Renew a Student Org



Pro Bono Timesheet Submission



Register a Wireless Device



WC Online (Coming Soon)



Student Jobs