

# *Computing Info for New IUB Law Students*

## **Getting Started**

These instructions are intended as a helpful guide to get you started using the computing environment available at the Law School and Law Library. Though not comprehensive, these general instructions should allow most new law students to get started on many common tasks.

The IU Knowledge Base (<http://kb.iu.edu>) is an excellent source of information that may help answer many questions about IU's computing environment and its policies.

Many of the most commonly needed programs, including security software, networking tools, and printer utilities, can be obtained from IUWare Online (<http://iuware.iu.edu>).

If you experience difficulty getting your computer set up, contact Dave Lankford ([dlankfor@indiana.edu](mailto:dlankfor@indiana.edu)) in Law Library room 208 for additional computing help.

## **Creating Your Computer Accounts**

(See also IU Knowledge Base article "IU computing accounts for new students", <http://kb.iu.edu/data/avaf.html>)

Many of you will arrive having already created your computer accounts over the Internet. Those students who have not already done so, or students experiencing difficulty with their new accounts, should visit the Account Management Service website, available at <http://itaccounts.iu.edu/>

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### *Logging into AMS (Account Management Service)*

- If you are creating Indiana University accounts for the first time, select 'Create my first IU computing accounts and passwords' *Note: You will need to know your 10-digit University ID number in order to create your initial accounts. This number is included in your admission letter from IU.*
- If you already have an assigned username and want to check on your account status or wish to request additional computing accounts, select 'Manage my IU computing accounts'

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When creating accounts for the first time, you must read a series of pages describing the rules and policies for IT account use at IU. After you have read each page, click Continue to proceed to the next one. On the last page, enter Yes to agree to these policies, and then click Continue.

**First time account creation:** Enter your last name, date of birth, and University ID number in the fields provided. If a security code is provided, enter it in the last field. Click Continue.

**If you already have an account:** enter your IU username and passphrase to manage your accounts.

Select the type of **email account** you wish to create: **Iemail** (Microsoft) or **Uemail** (Google).

Enter the passphrase you want to use in both fields. Note that the rules for passphrases are intentionally strict to make sure that students will not create a passphrase that can be easily broken. Passphrases must be at least 15 characters long, and no more than 127 characters long.  
(*Note: Mac users who wish to use a VPN connection should use no more than 31 characters.*)

In addition to number of characters, passphrases *must* include more than one word. The individual words must be separated by non-alphabetic characters, such as spaces, numbers, or symbols. For example, the phrase `hoagy carmichael-on_kirkwood123avenue` contains 5 words and 37 characters.

Next you should enroll you in the Self-Service Passphrase Reset system, which will allow you to reset your passphrase yourself, should you forget it. Select a question from the drop down list, and then type and re-type the correct answer in the fields provided. You must enter at least 3 questions and answers, though if you wish to do so, you may enter up to a total of 10 such questions.

When finished, you will be shown a confirmation page with a summary of your new accounts.

After you have created your accounts, you may want to verify that this was done successfully.  
(*See below. Please wait at least 20 minutes to allow the systems time to process the accounts before attempting to verify.*)

## Verifying your accounts

If you have just created your accounts, you should wait 20 minutes before attempting to verify them, to allow the systems time to process them. When ready, visit Account Management Service (AMS) at: <http://itaccounts.iu.edu/> and click 'Manage my IU computing accounts'.

*If you are prompted to log into the Central Authentication Service (CAS), enter your username and passphrase. If not, skip to the next step.*

Click View your accounts. The following accounts should be listed as "Created":

- Active Directory Service
- Network ID
- the email account(s) you created (Iemail, Uemail)

If these accounts are not listed, contact the computer consultant in Law Library 208 for assistance or phone the campus Support Center at 855-6789 (See <http://kb.iu.edu/data/alcs.html> for phone support info).

## Additional Information

Information on other computing topics such as wireless networking and printing can be found at the Computing Services page (<http://www.law.indiana.edu/lawlibrary/services/computing.shtml>) of the IUB Law Library website. You can also find information on the IU Knowledge Base at <http://kb.iu.edu/>.