Accessing and using School's PCs

Workstations

The Conservatory has dedicated workstations for students that are situated on levels 1 and 3 of the main building (respectively next to room 304 and next to the library accessible from the north wing), and at ground level on the Breganzona building. Using the school's PCs requires private access credentials (username and password) which are provided by the Academic Services during registration week.

Login in

Once the PC has been turned on, Windows 7 Professional's welcome screen (as seen on image 1) will allow you to access the Conservatorio della Svizzera italiana domain (the school's network).

Image 1: Windows' welcome screen

As instructed by the welcome screen, in order to login to the PC you need to contemporarily press the keys Ctrl+Alt+Del (as shown in image 2).

Image 2: position of Ctrl+Alt+Del keys

Click the button "Cambia utente" (change user) and type your username and password as shown on image 3.

Image 3: Type your access credentials

Remember that both the username and password fields are case-sensitive, meaning that the system will recognize lower-case and upper-case letters as being different characters (e.g. "a" is different from "A").

> *Forgetting your password*
> *Passwords are completely private and personal. When you forget yours, it is impossible for IT services to recover it. They'll have to generate a new one for you and this process may take more than a day or two, depending on the availability of IT personnel.*

Saving documents

In order to avoid any kind of problems related to digital documents, we strongly encourage users to save all personal files on a portable drive (be it a USB key, an external hard drive, and the like), thus not saving them on the desktop. All documents saved on the desktop will be automatically deleted after logout, while documents saved under "My Documents" are susceptible to errors or deletions.

Logout

When finished working on a PC, users must logout by going to the "start" button, then the right arrow next to "Arresta il sistema", and finally by pressing "disconnetti" as shown in image 4.
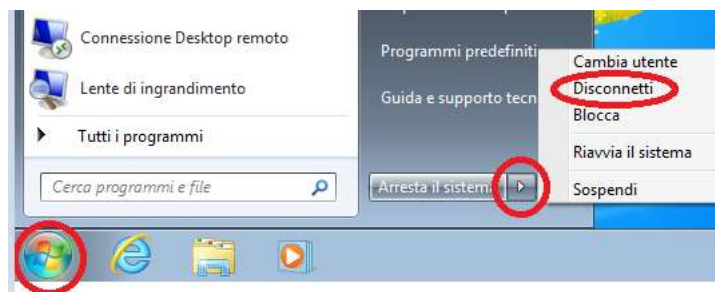

Image 4: Logout from PC

SUPSI

Printing and copying

Copy machines are available for students in the same areas where PCs are located. These may be used both for making copies or for printing documents from the PCs. At the beginning of the academic year, each student is assigned 1000 (one thousand) copies to their accounts (including copies and printouts, single or double-sided). Should a student finish their available prints before the end of the academic year, the account may be recharged with extra copies by first going to the accounting office for purchasing the desired amount of copies (CHF 10.- per hundred copies) and secondly going to the IT services office.

In order to print or copy documents, users must first authenticate by providing their personal username and password (the same used for accessing PCs).

It is also possible to associate a personal RFID tag with the personal credentials. In order to make the association, first place the tag on the tag reader and then provide your access credentials. This association is permanent, so for future copies or prints, the personal RFID tag will suffice.

Important

Please remember to logout from each workstation you use when finished – either a PC or a copy machine – as neglecting to do so may invite others to exhaust your copy credit. The school cannot verify any of such irregularities.