Virginia Military Institute

Computer Instructional Packet

Introduction

The following instructional packet has been compiled to assist you with your technical and computer requirements while attending VMI.

Any computer related support questions should be directed to the Barracks Help Desk. Support includes assistance with your personally owned computer, changing your network password, or other general questions related to computing at VMI.

If you need assistance with your laptop take it to the Barracks Help Desk for configuration, installation, and general maintenance. If the Information Technology staff determines your laptop has hardware failure, outside technical support will be required.

The following questions are answered in the packet:

Contents

How do I connect my computer to the VMI network and the Internet?

Step 1: How do I log onto the Network?

1. This process applies to computers that are members of the VMI Domain (example: lab computers)
2. At the prompt enter your Username. Your Username is Last Name followed by first and middle initials and your anticipated graduation year. Your Username and password information was previously provided to you. Example: James Allen Smith; User ID: smithja17. Press the Tab Key.
3. Enter your password. Press the Tab key.
4. Enter VMI as the domain (If not already present). Click the OK button.
5. A New Password window should appear (If you have previously changed your password this screen will not appear).
6. Enter your old password. Press the Tab key.
7. Passwords must be at least eight (12) characters, contain upper case and lower case letters, at least one (1) number, at least one (1) special character, and must not have been used as a password for the last twenty-four (24) passwords. Enter your new password where prompted. Press the Tab key.
8. Retype the same password again where you are requested to confirm the password. Click the OK button.
9. If you enter Windows without error, then you are now attached to the VMI LAN including e-mail and Internet connections.

   The Cadet password for Postview/Canvas will expire every 90 days. Cadets should change the Postview/Canvas password prior to 90-day expiration at https://www.vmi.edu/ssp

How do I map my drives?

You may access your network resources on your personally owned computer. To map network drives, follow these instructions.

Mapping the M: Drive in Windows 10

1. Open File Explorer and select This PC
2. Click Map network drive button in the ribbon menu at the top, then select "Map network drive."
3. In the "DRIVE" box, click the drop-down arrow and select the letter "M"
4. In the "FOLDER" box type: \\fileservices\cadets\<your username>
5. Make sure there is a <u>check mark in the box beside</u> "Reconnect at Logon"
6. Click Finish
7. You will be prompted for your VMI username and password.

Mapping the T: Drive in Windows 10

1. Open File Explorer and select This PC
2. Click Map network drive button in the ribbon menu at the top, then select "Map network drive."
3. In the "DRIVE" box, click the drop-down arrow and select the letter "T:"
4. In the "FOLDER" box type: \\fileservices\teach
5. Make sure there is a check mark in the box beside "Reconnect at Logon"
6. Click Finish
7. You will be prompted for your VMI username and password.

Mapping the M: Drive in Mac OS

1. Make sure "Finder" is active application on the top left of the screen
2. Select "GO" button
3. Scroll down and click "Connect to Server"
4. In the "Server Address" box type: smb://fileservices/cadets/<your username>
5. Select the "+" to add to your "Favorite Servers"
6. Select Connect
7. You will be prompted for your VMI username and password

Mapping the T: Drive in Mac OS

1. Make sure "Finder" is active application on the top left of the screen
2. Select "GO" button
3. Scroll down and click "Connect to Server"
4. In the "Server Address" box type: smb://fileservices/teach
5. Select the "+" to add to your "Favorite Servers"
6. Select Connect
7. You will be prompted for your VMI username and password

What is available to me on the VMI Local Area Network?

1. The Internet or World Wide Web

2. Network disk storage space accessible anywhere on Post. All users have a folder listed as their logon name on the "M:" drive. You can store files on your folder that only you will have access to.

3. A network drive T: where academic departments store various files for course work and other useful information.

What other resources are available to me?

1. Email using Microsoft Office 365, which is a cloud based or externally hosted email system not within the VMI network.

Are there VMI owned computers I can use?

The Information Technology department maintains one general use computer lab which is located in the Barracks Study Room and is open for cadet use 24 hours/day. Besides course work, you can access the Internet and your email.

In addition, there are curriculum specific computer labs in several of the academic departments.

What if I need help with my laptop?

Computer Support for Cadets is offered on the VMI Web page. This support includes tutorial documents, FAQs regarding the VMI LAN, and on-line help forms and contacts. To access this page: http://www.vmi.edu/ccs

Where do I go for technical help with my laptop?

Computer Help Desk

Computer Related Information

The Barracks Help Desk is the central point of contact for cadets contacting the Information Technology department and all computing related requests should be addressed at this office. Below are the office hours for the Barracks Help Desk during the fall and spring semesters:

Hours: Monday through Friday – 0700 - 1600

Location: Barracks Help Desk – C-01B Inside the Barracks Study Room (Across from the Barber Shop and VMI Post Office)

What requirements must my computer meet?

Computer systems used at VMI must meet certain minimum requirements in order to operate successfully on the Local Area Network. A cadet owned computer must be a laptop, or notebook computer. No desktop computers will be permitted in barracks. In addition, all computer systems operating on the VMI LAN must contain a Network Interface Card (NIC). Equipment not meeting the recommended requirements will be given low priority and will be placed on the service list below any cadet with supported equipment or software.

What type of computer support will I receive from VMI?

Cadet Computing Support Policy

What rules must I observe while using computers or the network?

[Appropriate Use of VMI Information Systems](#)

What are the rules regarding software installed on my computer?

[Software Copyright Policy](#)

What are the rules for use of microcomputer rooms?

[Microcomputer Lab Rules](#)