Lab Computer Access

Logging onto a computer seems easy – you do it every day right?

However, when you use a computer in a new environment you might run into some issues so use these handy guidelines to help you use the computer labs at SIBT.

How to log in to a computer

The login username is your portal ID.
The first time you use a computer you password will be the first 8 characters of the SIBT portal password that was created for you at orientation and enrolment.
Once you log into the computer, wait for the Internet Explorer icon to appear on the desktop, and for the computer to fully load. If you open an application too quickly you may have to login again for your programs to work.

Handy tip: Your SIBT network account is different from the Macquarie University network account. Be careful not to confuse them.

How to change your password

Periodically, you will be prompted to change your password. Your new password must be at least 6 characters.
You can also change your password any time by pressing Ctrl + Alt + Delete and you will see "Change Password" please click and change your password

Don’t forget logging off!

It is important that you log off the computer after you finish using it to avoid unauthorised users accessing your documents or using your weekly printing limit.
To logout:
• Press Ctrl + Alt + Del and click ‘Log off’
• Or, you can click the start button at the bottom left hand corner of the screen and click ‘shutdown’, then select ‘Log off’ from the drop down menu.

Having troubles logging in?

If you are unable to log into the lab computers, please get help from demonstrators.
Which network drive do I use?

On the desktop, you will see the 'My Computer’ icon. This is used to access the 4 drives that you may use:
F/G: - USB drives
N: - your personal drive – you can save up to 10 MBs of files on it
O: - the courses drive – this is where the course lecture notes and files are stored
P: - the submissions drive – this is where some of your assessment work will be submitted

How to access programs and applications

From the **Start > My Programs** menu, you can access all the programs available to you on the SIBT network.
Programs such as Microsoft Word, Excel, Dev C++, processing and Visual Basic are available for you to use.