



Computer Labs Orientation

A collage of images showing students in a lab, a building, and students working on a project. The collage includes a student in a lab coat working with equipment, a large brick building, and a group of students working on a project. The text "Fayetteville Technical Community College" and "It's not just an education...it's your future" is overlaid on the collage. On the right side, there is a logo for "Fayetteville All-America City 2001" with a shield and stars.

Fayetteville Technical Community College

It's not just an education...it's your future



Open Computer Labs

Location and Hours

- ATC 120 (Advanced Technology Center)

Monday – Friday

8:00 A.M. – 9:45 P.M.

Saturday : 8:00 A.M. – 1:00 P.M.

Closed on Sunday and Holidays

- SLC 214 (Spring Lake Campus)

Monday – Friday

8:00 A.M. – 9:45 P.M.

Saturday : 8:00 A.M. – 1:00 P.M.

Closed on Sunday and Holidays

- HTC 242 (Health Technology Center)

Monday - Friday 8:00 A.M. – 5:00 P.M.

Closed on Saturday, Sunday and
Holidays

***Any changes or closings will be
posted in advance on Bulletin boards***

Student Identification

Users must have a valid student ID with a sticker for the current semester.



Single Sign-in

- Active Directory, Wi-Fi, Blackboard and Self Service login information are now linked. The username and password you use for your Active Directory/Wi-Fi login is the same as the one used for your Self Service account.
- **Student Email remains a separate login from Single Sign-in.**

Username

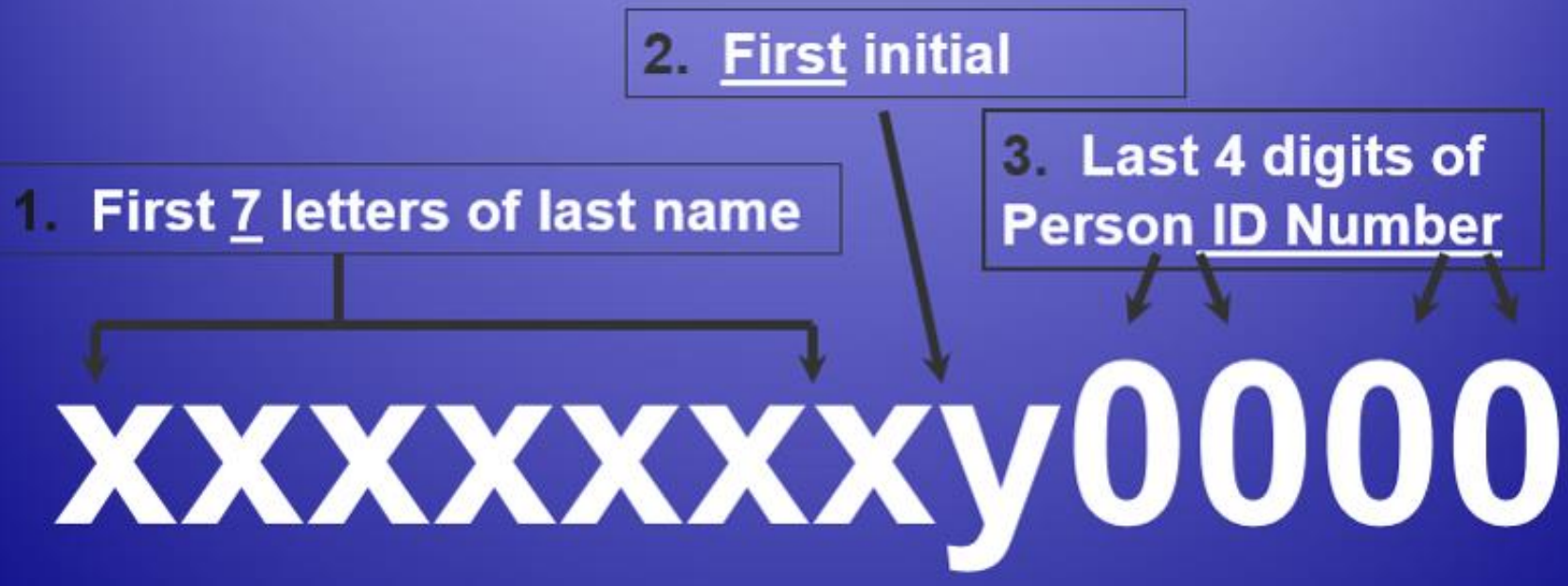
- Student logins are based on the information given during registration. i.e. first name, middle name, last name, DOB
- If your last name is less than seven letters, use all of your last name and your first initial and last 4 digits of 'Person ID' number (on reverse side of Student ID Card)
- Example:
 - Student name: James Supersmart
 - Person ID #: 0012345 (on reverse side of Student ID card)
 - Username: supersmj2345

Username Part 2

- If your last name is hyphenated or contain special characters, do not include the hyphen or special character in your username
- Example:
 - Angela Doe-Smith would be
doesmita1234

Username Example

Your username is made up of the following elements:



Password Format

- Your initial password is your DOB (Date of Birth) (mmddyyyy), with no dashes or spaces. (example: January 2, 1980 would be 01021980).
- You are required to change your password during first login of the semester.
- Your new password must be at least 8 characters
- Must include at least one symbol, one uppercase, one lowercase, and one numeric character

Password

- Active Directory, Blackboard, Student Email and Self Service logons will ask the student to change their password on first login. Please change your password.
- *Tip: You will need to remember this new password. It would be to your advantage to use the same password for all of your accounts*

Password Reset

- If you are new to FTCC and are unable to make it to the campus, you can use the online password reset tool to get started with the single sign-in system.
- **Password Reset** - The password reset link can be found in the footer of every page on the FTCC website. Alternatively, you can use this address to reach the password reset page: <https://my.faytechcc.edu/PassReset/>

When resetting your password, you will need:

- 7 Digit Student/Employee ID Number
- First and Last Name (as entered on your application)
- Last 4 Digits of Your Social Security Number
- Date of Birth

All of the information is verified based on the information you provided to the College as part of the application process.

Computer Login Screen



Other user

 →

Sign in to: AD.FAYTECHCC.EDU

[How do I sign in to another domain?](#)



Login Password Prompt



Other user

The user's password must be changed before signing in.

OK

Cancel

Click OK to continue

Login Password Change



Change a password

Sign in to: AD

How do I sign in to another domain?

Sign-in options

Cancel

You are required to change your password during your first login of the semester. Your new password must be at least 8 characters (must include at least 1 upper case and 1 numeric character).



Password Change Confirm



Change a password

Your password has been changed.

OK

Upon Successful change you will see this screen. Click OK to continue.

Logging In

Username will be used for logging into

- Lab Computers
- Blackboard
- Student E-mail
- Self Service
- FTCC Public Wi-fi

*** Please see a lab tech if you are having
problems. ****

Open Lab Admittance

Please have Student ID with **current sticker** in hand when entering the Open Lab. You will be asked to show or swipe your Student ID prior to entering.
(ATC120, HTC242 and SLC214)

** as per [2021 – 2022 Student Handbook](#) Click link to view Handbook**

ATC Open Lab Procedures

- Each time you enter or exit the Open Lab, you will need to scan your Student ID card using one of the provided card scanners
- When you swipe your Student ID card, please make sure that the barcode on the back of your Student ID card is facing to your right and that the barcode passes through the scanner.
- If your Student ID card will not scan, you will need to see a Computer Lab Technician.

Computer Lab Procedures

- Thank you for waiting outside the lab until your instructor arrives.
- Student must use their personal student login for accessing the computers.
- Report any hardware and software problems to a lab tech, Problem Notification forms are available in all labs. Please turn these into the open computer lab (ATC120).
- **NO FOOD OR DRINKS** are allowed in the labs.

Printing

- Send print jobs only once to the Printer. If the document does not print, ask a Lab tech or an Instructor for assistance.
- There is a limit of 10 pages per day per student for printing documents.

Flat Panel Monitor Care

- Flat panel monitors are more vulnerable to damage. Please refrain from touching the screens with your hands or writing utensils



General Usage Guidelines

as per

[2021 – 2022 Student Handbook](#)

Click link to view Handbook

- Computing resources and access accounts are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes or non-college related activities.
- Users of the network are responsible for any actions taken that cause damages or affect other computers or portable computing devices. Users should not engage in activities/actions which damage or disrupt hardware or communications such as virus creation and propagation, and overloading networks with excessive data.

General Usage Guidelines Pt. 2

as per

[2021 – 2022 Student Handbook](#)

Click link to view Handbook

- Individuals will not use College computer resources to engage in any illegal activities. Users of the FTCC network must comply with all federal, state, and local laws that apply.
- Users shall not create, display, advocate, or transmit threatening, racist, sexist, pornographic, obscene, offensive, annoying or harassing language and/or material, including broadcasting unsolicited messages, sending unwanted mail, or accessing websites for these purposes.

General Usage Guidelines Pt. 3

as per

[2021 – 2022 Student Handbook](#)

Click link to view Handbook

- Failure to follow the FTCC General Usage Guidelines can result in the suspension of access rights and disciplinary action as deemed appropriate by the college
- Management Information Services office reserves the right to make revisions/updates to these guidelines at any time.

Student Code of Conduct

as per

[2021 – 2022 Student Handbook](#)

Click link to view Handbook

- Unauthorized use of any electronic device, such as cell phones, recorders, cameras, iPods, MP3 players, computers, and the like, in a virtual or physical classroom, shop, or lab.
- Permitting any person under the age of sixteen (16) and who is not a FTCC student to enter any instructional area without prior authorization. Instructional areas include virtual or face-to-face classrooms, labs, libraries, the Student Learning Center, clinical sites, or shops. However, students under the age of sixteen (16) shall be permitted to enter into any instructional area for purposes related to their own education.

Saving Your Work

- Any data saved to the computers will be lost once the computers are restarted.
- Always save to your personal
FLASH DRIVE
- Please **SAVE OFTEN!!!**

Computer Lab Technicians Do's

Lab Techs DO:

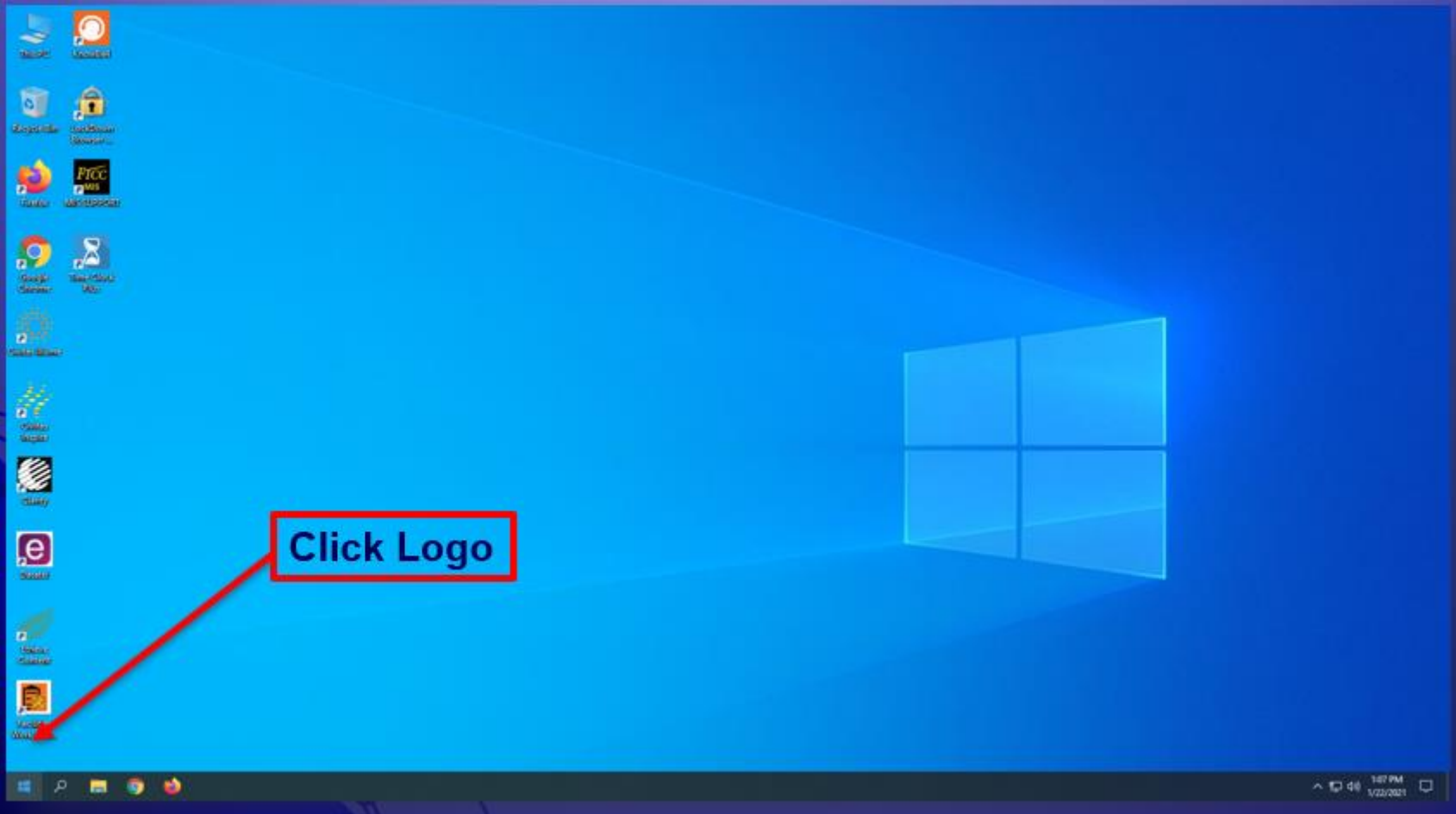
- Troubleshoot hardware and software problems
- Answer questions about locating software and answer basic questions about software
- Help students with saving and retrieving files

Computer Lab Technicians Don'ts

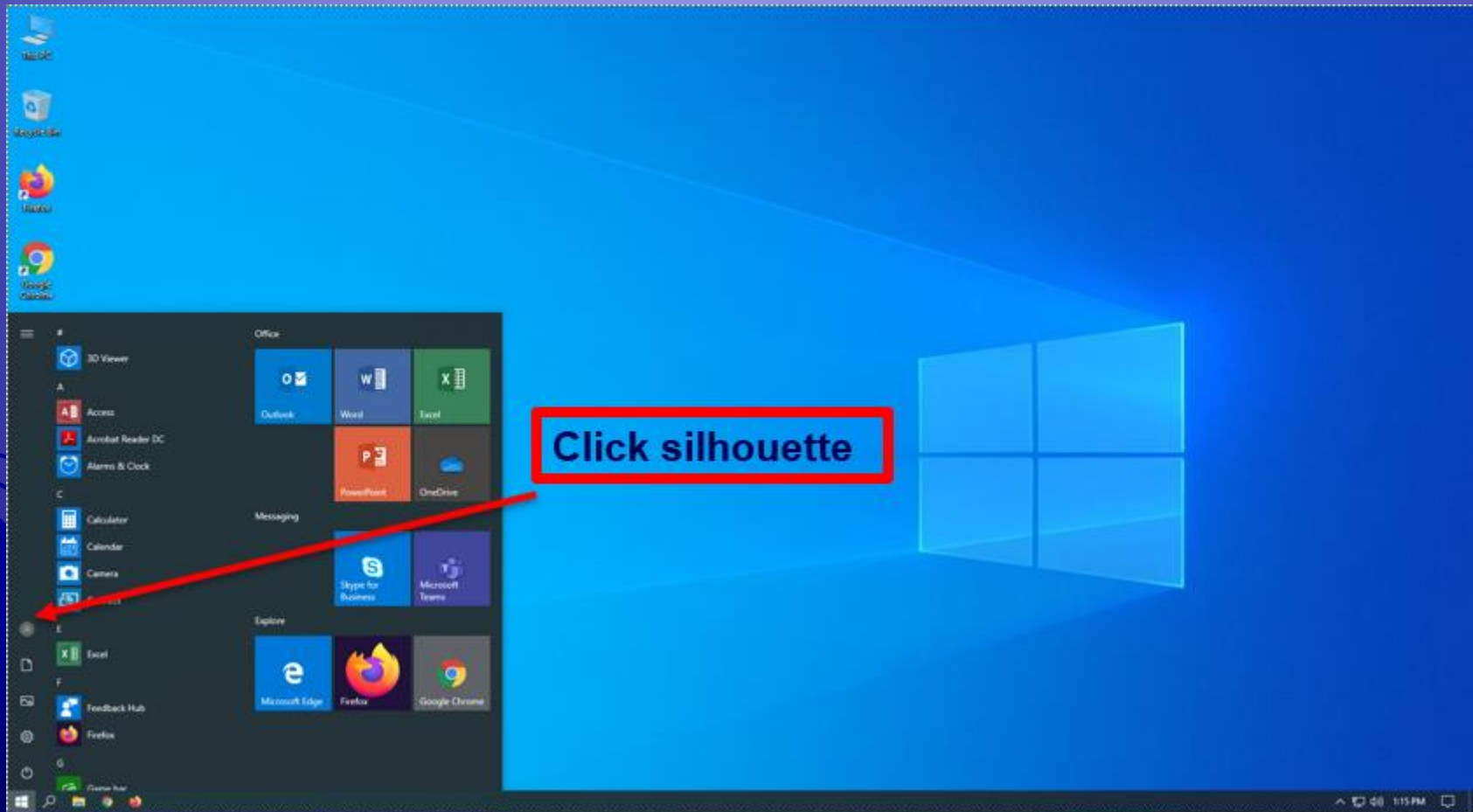
Lab Techs DO NOT:

- Complete student's assignments – It is the student's responsibility to complete any tutorials prior to completing homework assignments. If you do not understand the assignments, see your instructor for assistance.
- Provide assistance as tutors. Tutors are available at the Student Learning Center(Located at the VCC Building).

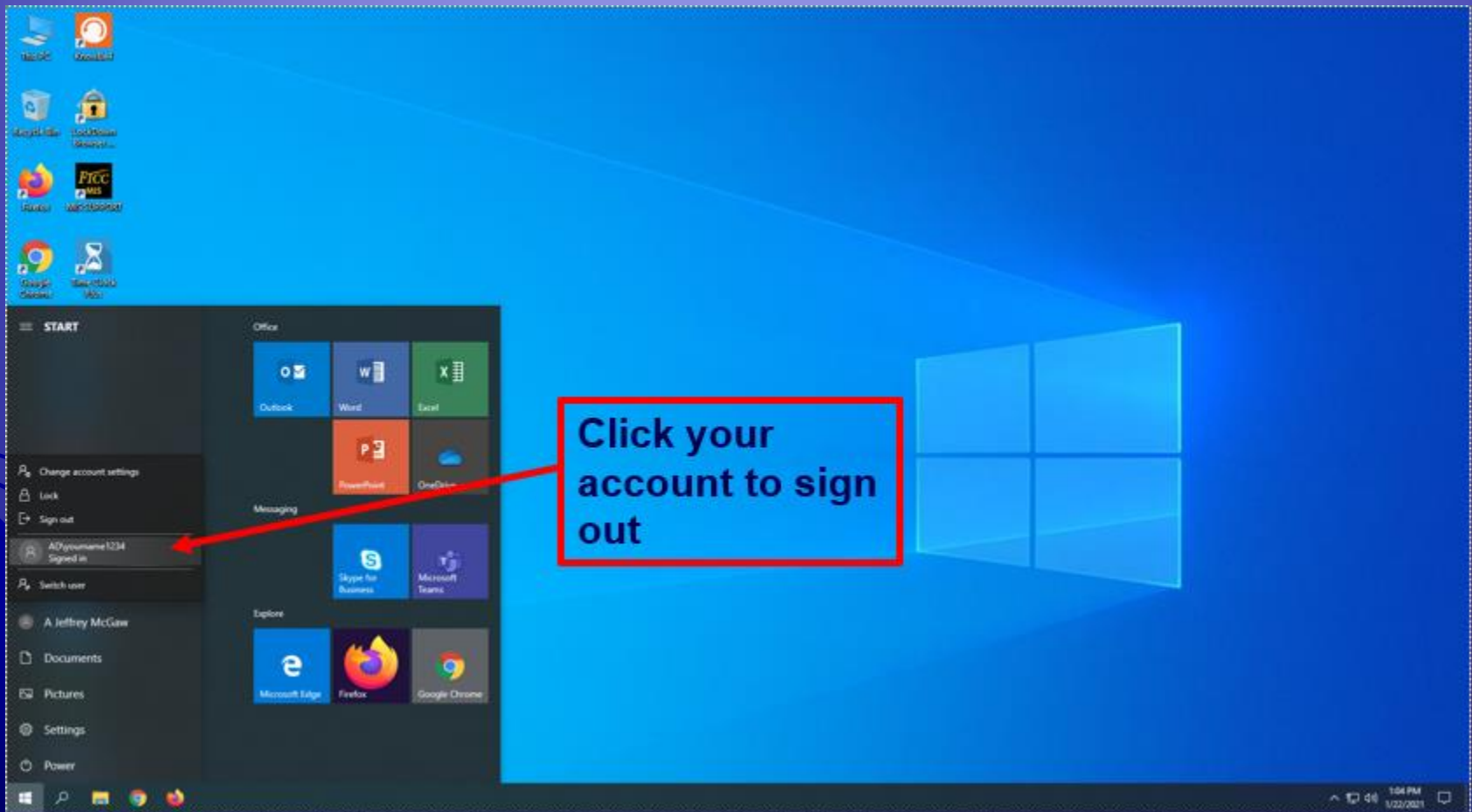
How to Sign Out of the Computers Step 1



How to Sign Out of the Computers Step 2



How to Sign Out of the Computers Step 3



Computer Labs Contact Information

If there are any problems or concerns pertaining to the computer labs, please use the information below for points of contact:

- ATC Main Campus – ATC 120
 - Phone: (910) 678-9812
- Spring Lake and Remote Areas – SLC 213
 - Phone: (910) 678-1013
- Email: help@faytechcc.edu