



Open Computer Labs Orientation



*Fayetteville Technical
Community College*

*Enriching lives. Reimagining futures.
Your next chapter starts here.*

Open Computer Labs Spring/Fall Semester Location and Hours

- **ATC 120 (Advanced Technology Center)**
Monday – Friday
7:45 A.M. – 9:45 P.M.
Saturday: 8:00 A.M. – 1:00 P.M.
Closed on Sundays and Holidays

- **HTC 242 (Health Technology Center)**
Monday - Friday 8:00 A.M. – 5:00 P.M.
Closed on Saturdays, Sundays, and Holidays

- **SLC 214 (Spring Lake Campus)**
Monday – Friday
8:00 A.M. – 4:45 P.M.
Closed on Saturdays, Sundays,
and Holidays

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

Open Computer Labs

Summer Semester

Location and Hours

- **ATC 120 (Advanced Technology Center)**

Monday – Thursday:

8:00 A.M. – 9:45 P.M.

Friday: 8:00 A.M. – 5:00 P.M.

Closed on Saturdays, Sundays, and
Holidays

- **HTC 242 (Health Technology Center)**

Monday – Friday:

8:00 A.M. – 5:00 P.M.

Closed on Saturdays, Sundays, and
Holidays

- **SLC 214 (Spring Lake Campus)**

Monday – Thursday:

8:00 A.M. – 4:45 P.M.

Friday: 8:00 A.M. – 1:15 P.M.

Closed on Saturdays, Sundays,
and Holidays

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posted in advance on Bulletin
boards***

Student Identification

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



Single Sign On

To create the best possible user experience for students, faculty and staff, FTCC has implemented a **single login that requires only one username and password**, which can be used to log in to multiple college systems. FTCC will be implementing **Multi-Factor Authentication (MFA)** for students. This will be required when you are not on one of FTCC's campus locations occasionally. The following campus systems have been included in the single log-in system (with more systems potentially added in the future):

- Academic Works
- Blackboard
- Computer/Network/Wifi Login
- Self Service
- Student Email (hosted by Google Apps)

Username

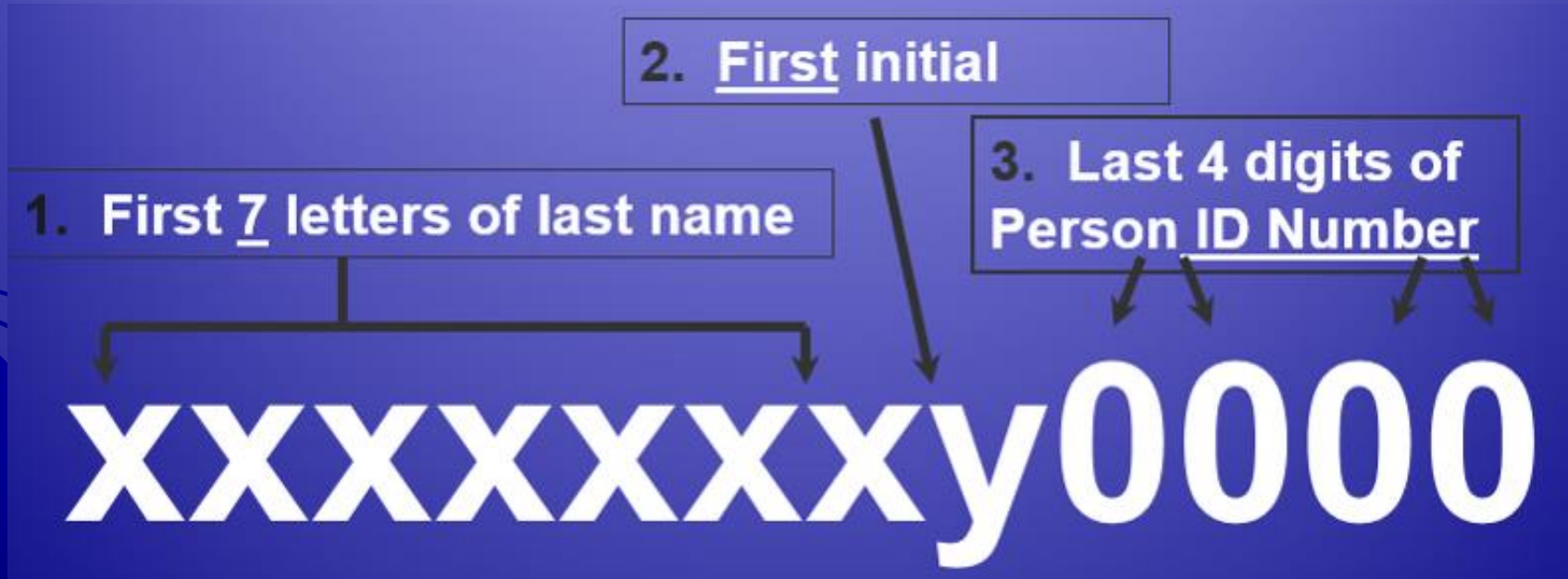
- Student logins are based on the information given during registration. i.e. first name, middle name, last name.
- If your last name is seven letters or less, use all of your last name and the first letter of your first name, plus the last 4 digits of 'Person ID' number (on the reverse side of your 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 contains special characters, do not include the hyphen or special character in your username
- Example:
 - Student name: Angela Doe-Smith
 - Person ID#: 5671234
 - Username: doesmita1234

Username Example

Your username is made up of the following elements:



Password Format

- Returning students will use their last password or require a password reset.
- New students' initial password is their DOB (Date of Birth) (mmddyyyy) with no dashes or spaces (example: January 2, 1980 would be 01021980).
- Password shall be at least fourteen (14) characters in length and contain letters, numbers and symbols. Valid symbols are @ \$ # _ and the first character of a password must be a letter. The password must also contain a number.
- Passwords shall be random characters from the required categories of letters, numbers and symbols.
- Passwords used shall be changed at least every ninety (90) days.
- Passwords shall not be re-used until six additional passwords have been created.
- Passwords shall not contain dictionary words, abbreviations or the user's name.

Password

- Upon first sign-in you will be prompted to change your temporary password.
- You are required to change your password during your first login attempt.
- Returning students will use their last password or require a password reset.
- New students' initial password is their DOB (Date of Birth) (mmddyyyy) with no dashes or spaces (example: January 2, 1980 would be 01021980).

Password Reset

- As of October 1, 2015, 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 login 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://www.faytechcc.edu/mis/self-service-password-reset/>

When resetting your password, you will need to:

- Register in Self-Service Password Reset
 - Log in with your AD address (lastf####@ad.faytechcc.edu)
 - Set at least one security option
 - Have your authentication method ready (email, cellphone, etc.)
- 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

yourname1234



Sign in to: AD.FAYTECHCC.EDU

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

Enter your DOB (mmddyyyy) for the initial password. You will be required to change it on the first login.

First seven letters of your last name, first initial, last four of your student ID number (Datatel ID)



Login Password Prompt



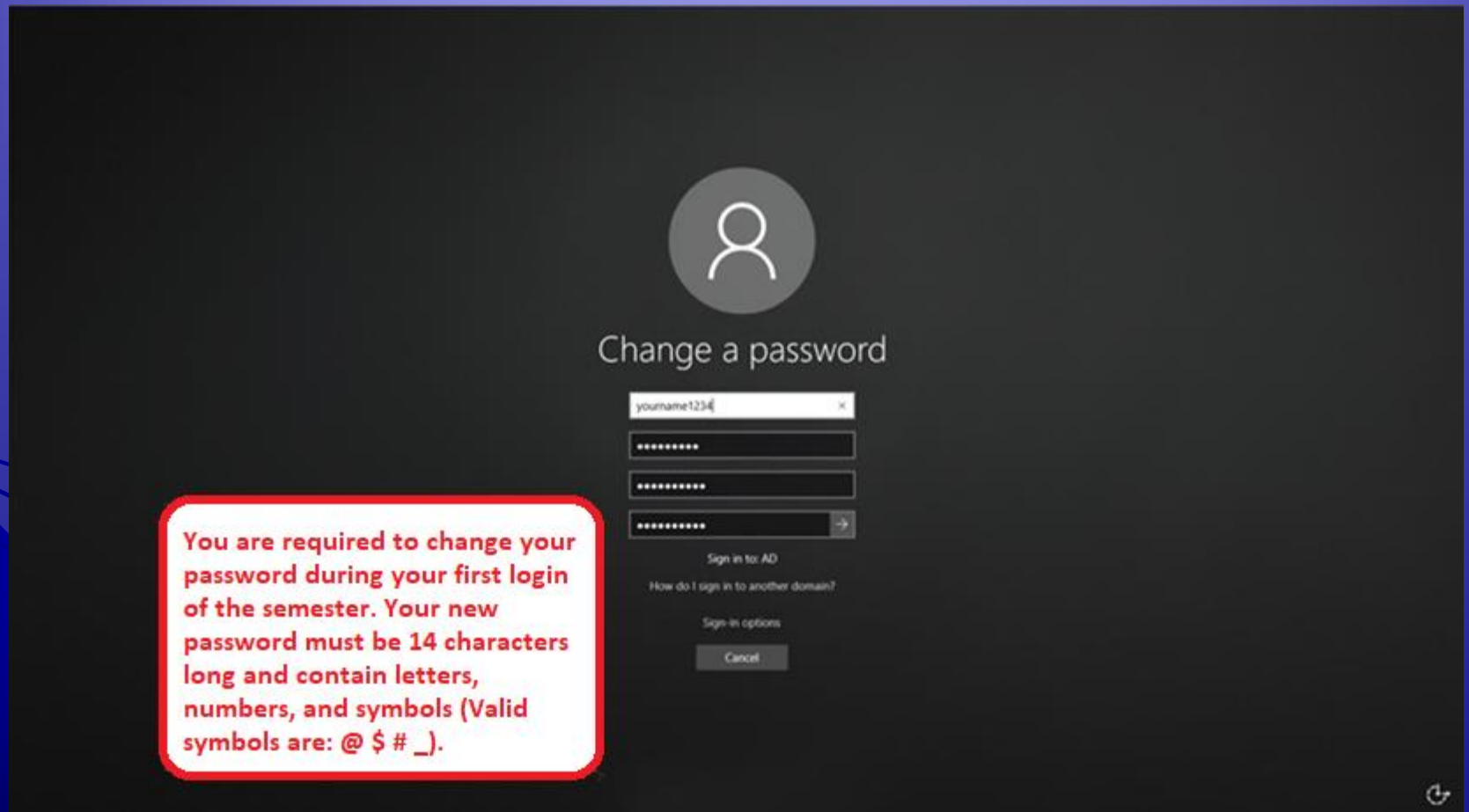
Other user

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

OK Cancel

Click OK to continue

Login Password Change



The screenshot shows a Windows login interface with a dark background. At the top center is a circular icon containing a white person silhouette. Below it, the text "Change a password" is displayed. Underneath, there are four input fields: the first contains the text "yourname1234" and has a small "x" icon on the right; the next three are empty and filled with dots, representing a password field. Below these fields, the text "Sign in to: AD" is visible, followed by "How do I sign in to another domain?". Further down, there is a "Sign-in options" link and a "Cancel" button. In the bottom right corner, there is a small circular icon with a right-pointing arrow.

You are required to change your password during your first login of the semester. Your new password must be 14 characters long and contain letters, numbers, and symbols (Valid symbols are: @ \$ # _).

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
- WebAdvisor - Continuing Ed
- FTCC Public WiFi

*** Please see a Computer Support Technician if you are having problems. ****

Open Computer Labs Admittance

Please have your Student ID with a **current sticker** in hand when entering the Open Computer Labs. You will be asked to show or swipe your Student ID prior to entering.

(ATC120, HTC242 and SLC214)

** as per [2023 – 2024 Student Handbook](#) Click link to view Handbook**

Open Computer Labs Procedures

- Each time you enter or exit the Open Computer Labs, 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 left and that the barcode passes through the scanner.
- If your Student ID card will not scan, you will need to see a Computer Support Technician for assistance.

Computer Labs/Classrooms Procedures

- Thank you for waiting outside the computer lab/classroom until your instructor arrives.
- Students must use their FTCC student login to access the computers.
- Report any hardware and software problems to a Computer Support Technician. *Problem Notification* forms are available in all computer labs/classrooms. Please turn these in to the Open Computer Lab (ATC120).
- NO FOOD OR DRINKS are allowed in the computer labs.

Printing

- Send print jobs only once to the Printer. If the document does not print, ask a Computer Support Technician 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 Part 1

as per

[2023 – 2024 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 Part 2

as per

[2023 – 2024 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 Part 3

as per

2023 – 2024 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.

General Usage Guidelines Part 4

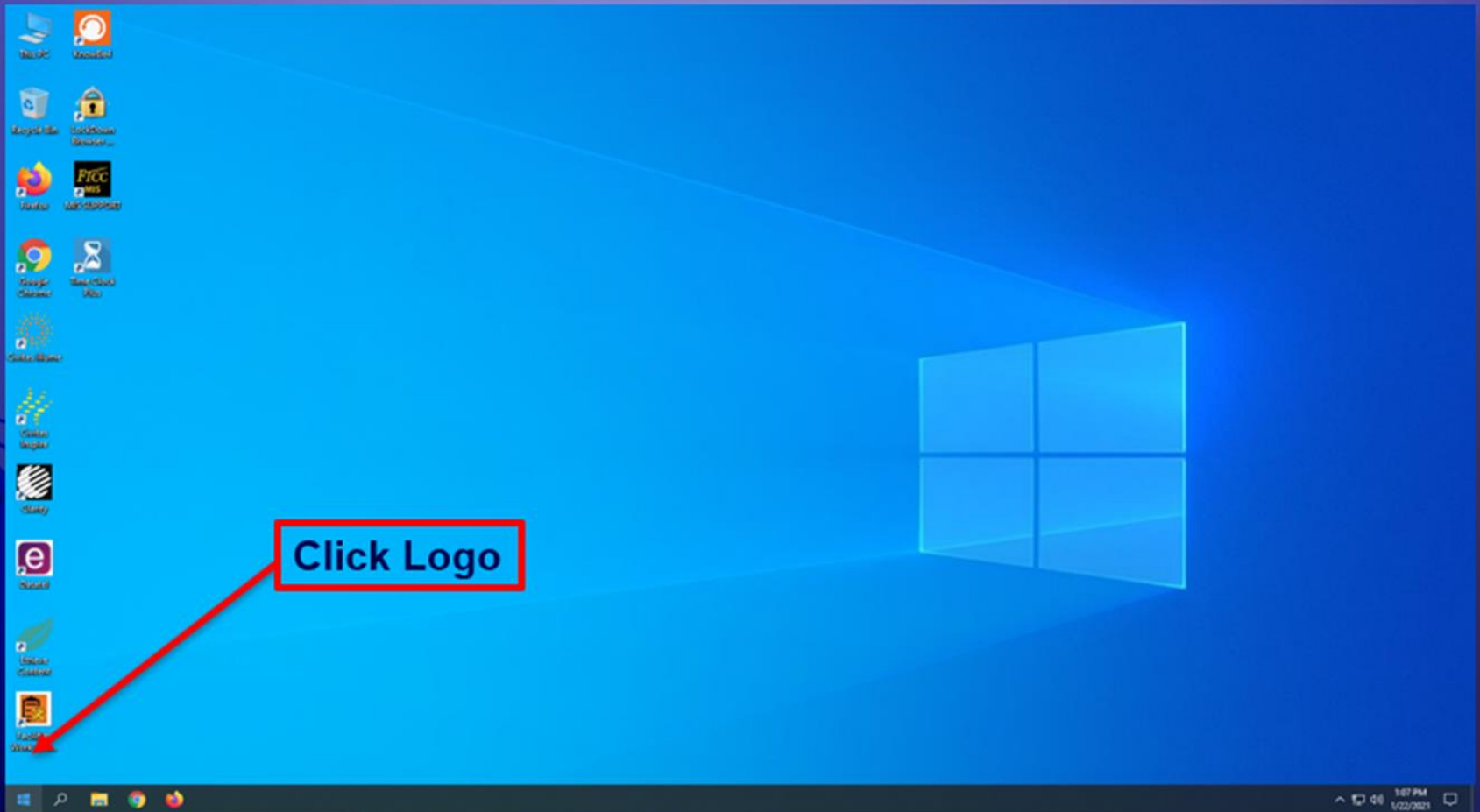
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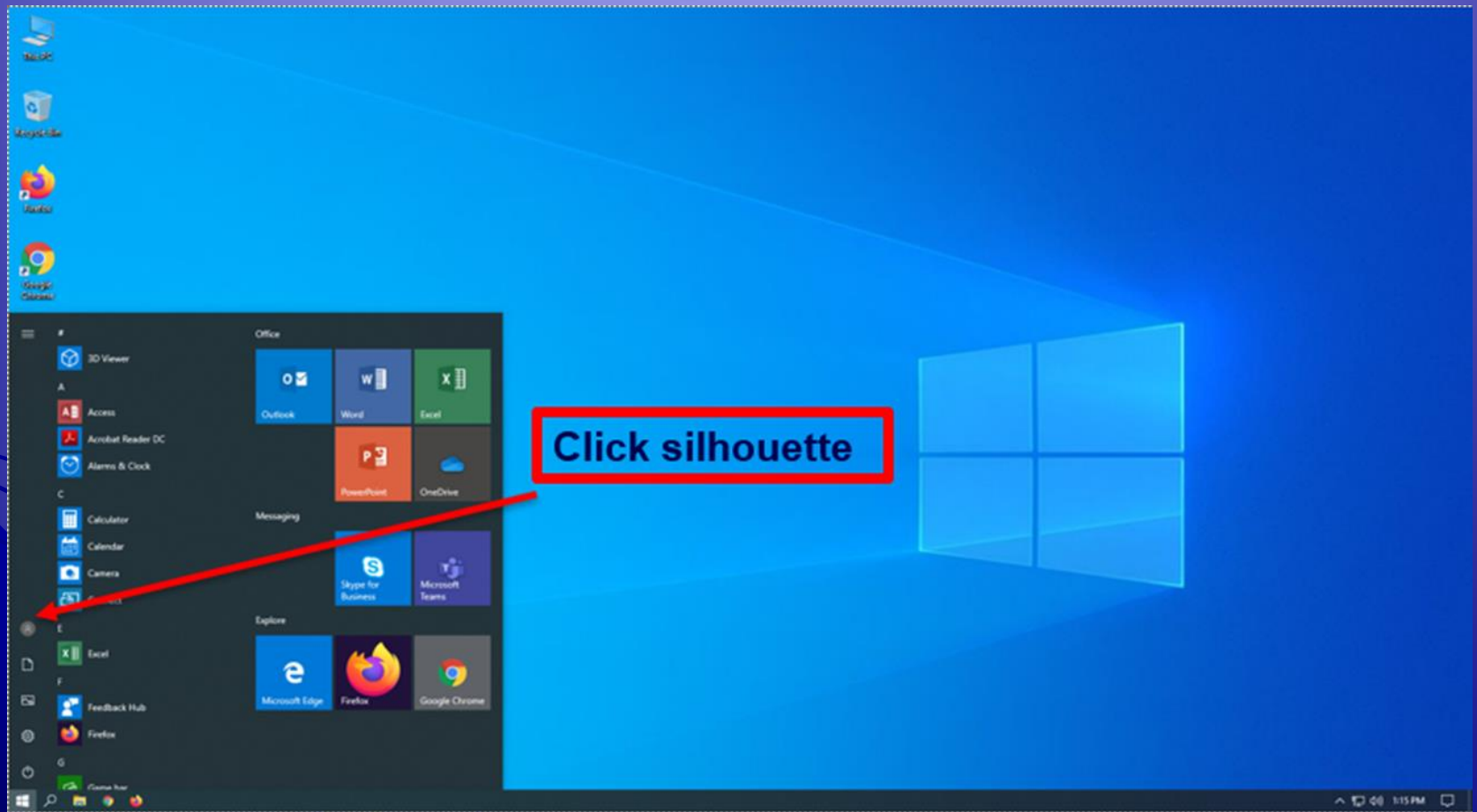
Click link to view Handbook

- 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 Success 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.

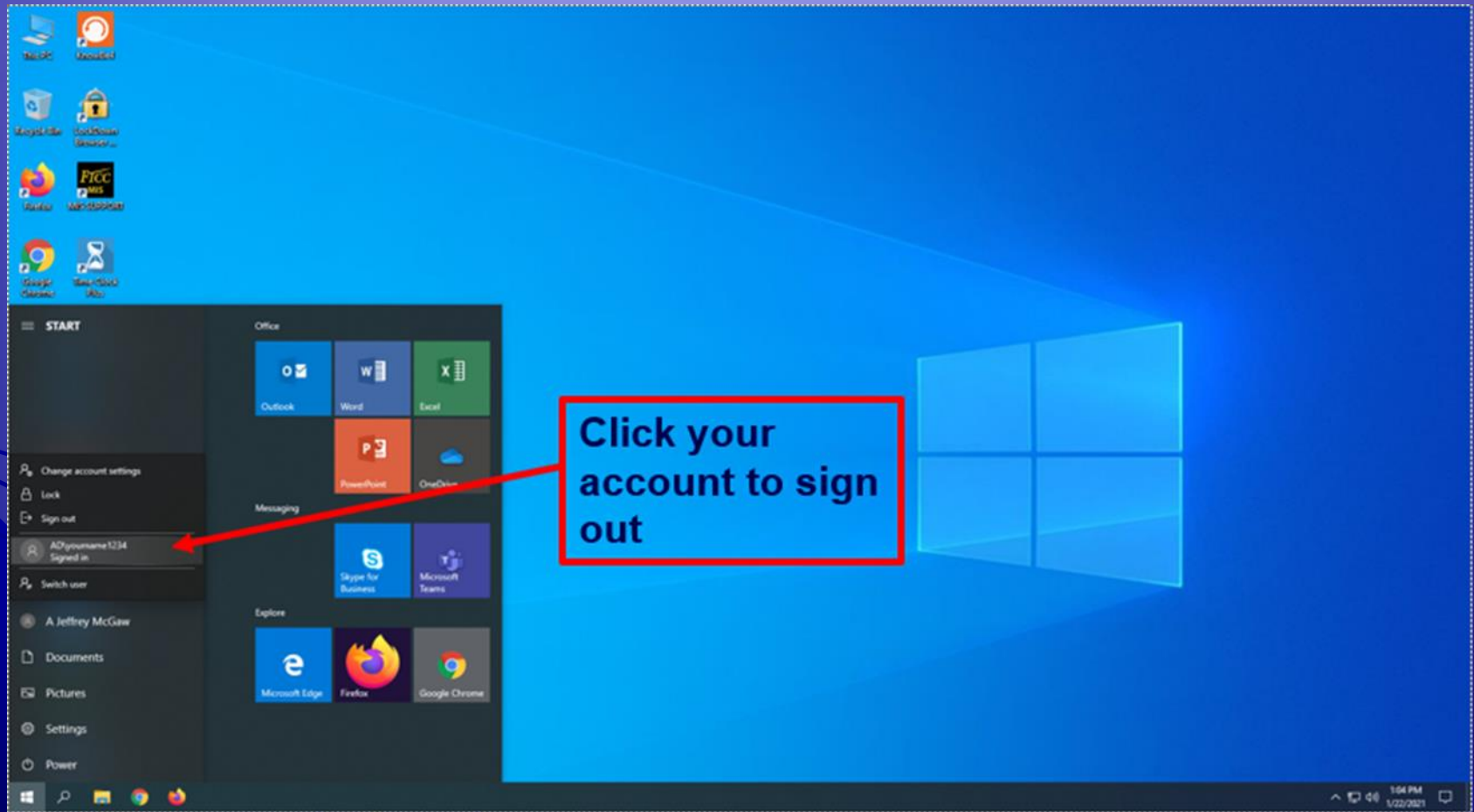
How to Log Out of the Computers Step 1



How to Log Out of the Computers Step 2



How to Log Out of the Computers Step 3



Contact Information

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

- ATC Main Campus – ATC 120
 - Phone: (910) 678-9812
- Spring Lake and Remote Areas – SLC 214
 - Phone: (910) 486-7321
- Email: help@faytechcc.edu