Contents

1 Department Policies 3
  1.1 Accounts 3  
    1.1.1 Faculty/Staff/Graduate Accounts 3  
    1.1.2 Guest/Visitor Accounts 3  
    1.1.3 Students Enrolled in a Math Class 3  
  1.2 Password Policy 4  
  1.3 Laptop and Projectors 4  
  1.4 Purchasing hardware/software 5  
  1.5 Miscellaneous policies 5  

2 Basic Information 6  
  2.1 Help 6  
  2.2 Windows 6  
    2.2.1 Logging In 6  
    2.2.2 Changing Password 6  
    2.2.3 Logging Off 6  
  2.3 Linux 6  
  2.4 Saving Files 6  
  2.5 Mailing Lists 6  
  2.6 Remote Connections 7  
    2.6.1 SSH 7  
    2.6.2 Remote Desktop 7  
  2.7 Special Hardware/Software 7  
  2.8 Software 7  
  2.9 Manuals 8  
  2.10 Email 8  
    2.10.1 Basic Setup 8  
    2.10.2 Using Pine 8  
    2.10.3 Webmail 8  
    2.10.4 Setting up Forwarding/Vacation Reply 8  
  2.11 Web Pages 8  
  2.12 Printers 8  
    2.12.1 Windows 8  
    2.12.2 Linux 9  
  2.13 Computer Labs 10  
    2.13.1 Access 10  

3 Personal Machines 12  
  3.1 Networking Issues 12  
    3.1.1 For Windows 12  
    3.1.2 For MacOS X 12  
    3.1.3 For Linux 12  

4 Networking Issues 12
Chapter 1

Department Policies

In addition to the UNL Computer use polices, there are some additional polices for the Department of Mathematics.

1.1 Accounts

1.1.1 Faculty/Staff/Graduate Accounts

Ask Tom D. about this.
Please note with this type of account:
- There is a math department email account.
- There is file storage to save files (a Z: drive).
- The account can login to both Windows and Linux.

1.1.2 Guest/Visitor Accounts

To ensure things are ready when people arrive, we ask that one week notice be given.
For creating accounts we need the following information:
- First name
- Last name
- Dates the account will be need to be active for
- The type of account. See table 1.1.
- The name of the faculty host or the conference/outreach event they are attending

1.1.3 Students Enrolled in a Math Class

Only students currently taking a math class can use a department machine.
With the campus wide Active Directory, there is no longer a need for instructors to request accounts for students enrolled in a math class.
All that is required of instructors is to tell students that they need an Active Directory account. Once a student has an account activated, they will be able to log into any of our department machines. For students that have not activated their accounts, you will need to direct them to: http://adactivation.unl.edu
Please note with this type of account:
- There no math department email account.
- There is file storage to save files.
- The account can login only to Windows.
Guest/Conference Accounts  The primary use for these accounts is to give access to machines for visitors who need short-term access.

Please note with this type of account:
- There is no math department email account.
- There is no file storage. Any files created and not saved to removable media (floppy, usb drive) will be lost once the user logs off.
- The account can only login to Windows.
- These accounts will be deleted 1 day after they are no longer needed

Visitor/Outreach Event Accounts  The main purpose for these accounts is for long-term faculty visitors (who are not on University payroll) and for outreach events, e.g. AGAM, REU, IMMERSE.

Please note with this type of account:
- There is a math department email account.
- There is file storage to save files.
- The account can login to both Windows and Linux.

Table 1.1: Types of visitor accounts.

1.2 Password Policy

To improve the security of our network a new password policy will be enforced beginning August 14, 2006. The criteria for the new passwords are:
- Length must be at least 8 characters
- Password complexity is required
- Password history of 1 with a minimum password age of 3 days.

For password complexity your password must use three of the following types of characters:
- Uppercase character
- Lowercase character
- number
- symbol/punctuation

For the password history and minimum password age, this is to ensure that when you change your password you can not use your current password and you cannot change your password back to what it previously was immediately after changing it.

Faculty and staff passwords are set to not expire. It is recommended that you do change your password from time to time. If a faculty or staff member changes his/her password after this policy goes into effect, he/she will need to use the new criteria for the new password.

For all other users, passwords are set to expire in 1 year, i.e., you will be required to change your password once a year.

1.3 Laptop and Projectors

The laptops and projectors for checkout are used for classroom teaching. The primary purpose is not to be used by faculty and graduate students to take to a conference.

Exceptions can and have been made, with the following understanding:  You may use the laptop, but are required to give it back if any instructor needs a laptop for his/her class.

Please note the follow apply to checking out laptops in all cases:
- You are responsible for it.
- Laptops must be requested at least 24 hours in advance, so we can make sure the laptop is ready to go and more importantly, you have a laptop to checkout.
1.4 Purchasing hardware/software

All hardware and software purchases are required to be OK-ed by Tom Shores or Rex Dieter before they are sent to Tom Danaher for purchasing approval. This includes purchases using grants, as equipment purchased with grant money is owned by the University.

To start the process we only need the following

- Amount of money to spend
- Any special requirements
- Any time constraints

Once we have this information, we can spec out a couple of possible options that match with our standard hardware/software and then work with you to ensure it meets your needs.

1.5 Miscellaneous policies

- It is strongly recommended that when you leave for the day, log off your machine. This is suggested for a number of reasons, in particular there are a number of security updates that are applied automatically overnight.
- It is also strongly recommended that at least once a week you reboot your machine when you leave for the day. This is suggested since we deploy software updates automatically when the machine reboots. If you don’t reboot on a regular basis, when you happen to finally reboot your machine after a month you may have to wait an hour or two for all the updates to be installed.
- All lab machines are set to automatically reboot every Tuesday and Thursday at 11:00 pm.
- All lab machines, except the Gradlab and Ugradlab, are set to automatically shutdown every Friday at 6:00 pm.
Chapter 2

Basic Information

2.1 Help

http://www.math.unl.edu/support

2.2 Windows

2.2.1 Logging In

To login to any of the Windows machines, the first step is press CTRL–ALT–DEL keys on the keyboard. You
should then see a login panel to enter your login name and password. The domain you should be using is
UNL-AD.

2.2.2 Changing Password

To change your password, once logged in, again press CTRL–ALT–DEL which will raise the Security Panel,
from which you can choose the change password option. When changing your password you will have to
re-enter your original password and enter your new password twice.

2.2.3 Logging Off

Once you are done with your session you need to log out. Press CTRL–ALT–DEL and click Log off or go to
the Start menu and select Log Off.

2.3 Linux

Unlike Windows, you are initial presented a login screen. Sometimes, you may just want to check your mail and don’t want to fully login with the graphical interface. There is a way to do this—virtual consoles. To access a virtual console, press CTRL–ALT–Ftnx, where x is 1–6. You will now be presented a simple text log-on.
To get back to the graphical interface, press CTRL–ALT–Ftn7

2.4 Saving Files

2.5 Mailing Lists

TO FILL IN
2.6 Remote Connections

To improve security, telnet is no longer permitted to connect to department machines. Instead of telnet, we require the use of SSH. Basically SSH is a secure form of telnet.

For Windows users we recommend the freely available Putty client http://www.chiark.greenend.org.uk/~sgtatham/putty/

For Linux users, you already have ssh.

2.6.1 SSH

The machine to ssh to is math.unl.edu. In fact this is the only machine that one can ssh to from off campus.

2.6.2 Remote Desktop

For faculty and staff we have enable Remote Desktop under Windows.

To use remote desktop, you will first need to know the name of your office machine, which is printed on a label on your machine.

Start Programs Accessories Remote Desktop Connection

You will then be prompted for a machine to connect to.

After making the initial connection to your machine you will be prompted with a login screen just as if you were sitting in front of your machine on campus.

You do not need to be logged in to your office machine to connect to it remotely.

2.7 Special Hardware/Software

We have some special hardware that is available to the department.

In the Gradlab we have

- a scanner
- a CD-RW/DVD-R drive
- a color ink-jet printer

The CD/DVD burner is on the machine that also has the scanner.

We also have a color laser printer, which is sitting in Lori Mueller’s office.

As the Graduate College has a number of forms that are PDF Forms, we have purchased a copy of Acrobat Standard. This is installed on the machine with the scanner in the Gradlab. With Acrobat Standard, you can save the PDF Form so you do not have to re-enter the information each time.

2.8 Software

The major software packages that we have installed by default are:

- Microsoft Office\footnote{Windows Only}
- OpenOffice (Microsoft Office clone)
- Maple 10
- Mathematica (7 user license)
- The Gimp (Image editing program)
- Inkscape (Illustration program)
- \TeX and \LaTeX-friendly Editors
- Acrobat Reader
- Firefox (web browser)
- Thunderbird (email client)

\footnote{Windows Only}
Matlab is installed on all lab machines under Windows. The professional version can be installed to office machines under Windows/Linux, by request. For grad students, your adviser needs to make the request.

For \TeX\ under Windows
- MiKTeX—Backend
- TeXnicCenter—Editors
- WinEDT—Editors

For \TeX\ under Linux
- teTeX—Backend
- Emacs with AucTeX—Editor
- KiLa—Editor
- Texmaker—Editor

A more comprehensive list can be found at \url{http://www.math.unl.edu/support}.

### 2.9 Manuals

Nearly all of our documentation is electronic. In most cases it is installed by default, for some programs is is installed in a case by case basis due to size. For the few programs we do have paper documentation, it is located in the Gradlab, AvH 245.

### 2.10 Email

#### 2.10.1 Basic Setup

#### 2.10.2 Using Pine

#### 2.10.3 Webmail

#### 2.10.4 Setting up Forwarding/Vacation Reply

### 2.11 Web Pages

All faculty, staff and graduate students have the ability to create a personal web site.

To make files available on-line, place them in: Library/Public_html

To view your web site visit: \url{http://www.math.unl.edu/~username}

*Please note:* Anything that is placed inside of Library/Public_html can be found, even if you don’t post a link to it. So don’t put something there you don’t want to be seen.

### 2.12 Printers

Every faculty and staff member has a printer in his/her office. These printers they are named the same as your login. For example the printer in Rex Dieter’s office is called rdieter1 This is the name used under Windows and Linux.

Each of our labs (except the Hi-Tech classroom) have network printers installed. The naming scheme for this printers is slightly different than offices. For these printers the names are based on the lab name. For example the (Windows) names of the printers in the Gradlab are: Gradlab and GradLab-color. For Linux (or cases where you need to print to a specific printer in the lab) the names are: gradlab-left, gradlab-right, gradlab-color.

#### 2.12.1 Windows

By default, all network printers should automatically be set up for you when you login.

To (re-)set your default printer:
• Go to the Start menu and select Printers and Faxes
• The window that comes up will list your printers. Your default printer is denoted with a check-mark.
• To set the default printer, right-click on the printer you wish to make your default.
• From the drop-down menu that appears, select Set as Default Printer

*Please note:* whenever you login to a lab computer, your default printer is set to that printer in that lab.

**PDFCreator**

Under Windows, we have installed PDFCreator. This is a “virtual printer,” in that it “prints” a file rather that to paper.
This printer allows you to generate a PDF from any Windows program. To use it, simply select it as the printer you want to use like any other printer. When you print, it will ask you for a file name to save the PDF file.

**Duplex Printing aka 2-sided Printing**

In the department we have a publicly available duplex printer. The name of the printer is gradlab-right.
To use printer, first select the printer in the Print Dialog box. As shown in figure 2.1

![Figure 2.1: Windows Print Dialog Box.](image)

To set the Duplex option, click on Preferences; select the Finishing tab and check the option for Print on Both Sides. As shown in figure 2.2

### 2.12.2 Linux

Under Linux, all printers are setup by default.
A note about duplex printers: For the printers that have a duplex option, there is a separate queue name for that printer. It is designated with -duplex appended to the name.
Also most applications support the option of printing to a PDF file.
2.13 Computer Labs

- **Gradlab, AvH 245**: This lab is for Graduate students and faculty
- **Mathlab, AvH 18**: This lab is our "public" lab for math majors and undergraduates taking mathematics classes
- **Hi-Tech Classroom, AvH 12**: This classroom is for teaching classes in the department that make use of computers as a key component of the class.
- **Ugradlab, AvH 344**: This space is intended to be a social area for undergraduate mathematics majors
- **MRC, AvH 13**: This is not really a lab, but it can be used as a Hi-Tech classroom.

2.13.1 Access

Access to the Gradlab, Mathlab, Hi-Tech classroom and Ugradlab are all controlled by key card access. The basic groups that have access are:

- **Hi-Tech Classroom**: Individual basis
- **Mathlab**: Lab attendants
- **Gradlab**: Graduate students
- **Ugradlab**: Some undergraduate math majors, graduate students
- **All labs**: Rex Dieter

To be given access:

- **For Undergraduates**: See Gordon Woodward.
- **For Graduate students**: You should already have access to the labs, if not see Tom Danaher.
- **For Faculty**: You should see Tom Danaher for access to the Hi-Tech or Mathlab classroom if you are teaching a class there.

The Hi-Tech Classroom, Gradlab, and MRC can be reserved by instructors for his/her class. To see what current openings are available: [http://www.math.unl.edu/support](http://www.math.unl.edu/support).

To reserve a lab please send email to Elizabeth “Liz” Yourokos, who will coordinate the booking with

- **Lori Mueller** for the MRC
• Rex Dieter for the Mathlab

*Please Note: We require a advance notice, so we can notify students that these rooms will be unavailable.*
Chapter 3

Personal Machines

3.1 Networking Issues

UNL has a wireless network that covers most of campus. Before you can use it you must register your machine at: http://wireless-reg.unl.edu

Typically around the start of the Fall semester, the database of registered machines is purged. So, if your machine just suddenly stops connecting to the wireless network around then, you just need to re-register your machine.

The name of the campus wide wireless network is tsunami.

If you are lucky, your MAC address (Physical Address) of your wireless card is printed on a sticker on the underside of your machine.

If not, you will need to find it.

3.1.1 For Windows

- Go to the Start menu and select Run
- In the dialog box that pops up, type cmd
- Now type ipconfig /all
- In the information reported, you need to look for the “Physical Address” for your wireless card. This is the information you need to register you wireless card.

3.1.2 For MacOS X

- Go to the Apple menu and select System Preferences
- Select Network
- You wish to view the settings for your Airport card. The “Airport ID” is the same as the MAC address for your wireless card. This information you need to register you wireless card.

3.1.3 For Linux

- /sbin/ifconfig
- And look for the wireless interface.

3.2 Printing to Department Printers

3.2.1 Windows

- Go to the Start menu and select Run
- In the dialog box that pops up, type \\math-print
• You will be prompted for a user name and password. You must enter your full user name, i.e., loginname@unl.edu
• You will now get a window listing all the network printers in the department.
• To set up a printer, double-click on the printer you want to use

Please note, your password will only be remembered for that session. That is, you will have to re-authenticate whenever you logoff your personal machine.

3.2.2 MacOS X

Depending on the exact version of MacOS X you have installed, the following may not be 100% correct. But it should be close enough.

• To Do

3.2.3 Linux

Using system-config-printer, you should be able to use our department print server via SMB. Our print server is math-print.unl.edu
Appendix A

License Agreements

A.1 Matlab

Please note, when we refer to Matlab, we are referring to 3 different licenses as one: Matlab itself, the symbolic toolbox and the statistics toolbox.

This license will expire on July 1, 2007.

If the department wishes to continue to use Matlab after this date, we must renew our license or Matlab will stop running.

A.1.1 Classroom/Lab Copy

This version is only available for Windows machines. Per terms of our agreement with Mathworks our department is permitted to install the Classroom Edition of Matlab on all lab machines and instructional laptops.

In cases you are teaching a class utilizing Matlab, we are able to install the Classroom Edition of Matlab on your office machine for the duration of that class.

A.1.2 Professional Copy

This version of Matlab is available for both Windows and Linux. This version is only installed if requested by a faculty member. Per terms of our agreement with Mathworks our department is permitted to run 5 copies of the Professional Matlab at any one time.

Because of this, we will only install this version if requested by Faculty. For graduate students conducting research, you will need to have your adviser request that Professional Matlab be installed on your machine along with a time frame of how long you will need it. Unless given a time frame, we will assume 1 semester.

A.2 Maple

This license will expire on May 31, 2007.

A.2.1 University Copy

Per terms of our agreement with Maplesoft your department is permitted to install Maple on all university owned machines within your department.

Departments covered by this agreement (as of September 8, 2006) are:

- Computer Science & Engineering
- Physics & Astronomy
- Statistics
• Mathematics
This version can only be installed on machines purchased directly with university related monies (department funds or grants)
Provided your department opts to renew our agreement with Maplesoft, your department will receive new purchase codes with the new agreement before this date.

A.2.2 At Home Copy
Per terms of our agreement with Maplesoft, Full Time Faculty and Staff are permitted to install Maple on personally owned machines. Students do not qualify.
This version can not be installed on machines purchased directly with university related monies (department funds or grants)
Provided your department opts to renew our agreement with Maplesoft, your department will receive new purchase codes with the new agreement before this date.

A.3 Mathematica
A.3.1 University Copy
We have purchased a 7 floating user license agreement. What this means is that we are allowed to install Mathematica to every department machine, but only 7 copies may be running at any given time. This is controlled by a license manager.
Because of this, we ask you to respect other Mathematica users in the department and quit Mathematica when you are not using it.
With our license, we have purchased a 1 year Premier Service agreement. This allows us free upgrades for the course of 1 year.
This license will expire on February 22, 2007.
At this time, we are permitted to keep using whatever version we currently have. If we wish to upgrade after this date, we will have to re-purchase a Mathematica license.

A.3.2 At Home Copy
Because of our Premier Service agreement with Wolfram, we are allowed 7 at home copies for faculty/staff. Once the Premier Service agreement expires, the at home copies will no longer be authorized.
Currently at home copies have been given to:
• Mikil Foss
• Petronela Radu
• Rex Dieter
For information on obtaining one of the at home copies contact: Tom Shores (tshores1@unl.edu).

A.4 DP Graph
This license does not expire.
We have purchased a site-license for DP Graph. The license covers you if you are employee, staff member, faculty member, student, or are a member of their immediate households. You, and the members of your immediate household, may use DP Graph on any of your computers at home, work, or school.
The site to download from is: http://www.dpgraph.com. We are listed as University of Nebraska-Lincoln, 68588, US.
A.5 Geometer’s Sketchpad

This license does not expire.
This is a University-wide site license.

A.5.1 University Copy

This version can only be installed on machines purchased directly with university related monies (department funds or grants).

A.5.2 At Home Copy

Per terms of our agreement, Full Time Faculty and Staff are permitted to install Geometer’s Sketchpad on personally owned machines. Students do not qualify.
Appendix B

Mathlab Policies

The department computer labs are available to any student currently enrolled in a math class. Login to the machines is controlled via the campus wide Active Directory. For students that have not activated their accounts, you will need to direct them to: http://adactivation.unl.edu

B.1 Lab Attendants

There will be at least one lab attendant on duty in the Mathlab at all times. Attendants are designated by having a sign titled “Lab Attendant” on his/her machine. It is the lab attendants duty to answer questions and to enforce lab rules. Lab attendants can help you with general computer usage, but do not expect them to help you with your course work (or debug all Maple errors you encounter)—consult with your course instructor about these matters. Don’t expect answers to everything; some problems require outside consultation.

B.2 Manuals

Nearly all of our documentation is electronic. In most cases it is installed by default, for some programs is is installed in a case by case basis due to size. Please see the Lab Attendant if you need assistance finding documentation.

B.3 Rules

Please observe the following rules when using the lab. Failure to do so may result in your being asked to leave the lab or being barred from its use altogether:

Math course work has priority: Recreational computing, e.g. checking email, surfing the web, is OK only when there is no demand for machines to do course work.

Printing limits: Students are allowed 50 pages of laser printing for the semester. All printing in excess of this amount will be charged to the user at a rate of 10 cents per page.

Computer Controls: Do not adjust the monitor or speaker settings; they ought to be set correctly for you already. If in question, ask the Lab Attendant.

Keep the sound down: Please keep the computer system volume, conversations, etc. down.

No food or drinks: If you do have a drink or food when you come in, please set it off on a side table when you come in.

Logoff: Please remember to Logoff when finished, but do not power down or reset the machines.
B.4 Basics of the Mathlab

B.4.1 Logging In
To login to any of the Windows machines, the first step is press CTRL–ALT–DEL keys on the keyboard. You should then see a login panel to enter your login name and password. The domain you should be using is UNL-AD.

B.4.2 Changing Password
To change your password, once logged in, again press CTRL–ALT–DEL which will raise the Security Panel, from which you can choose the change password option. When changing your password you will have to re-enter your original password and enter your new password twice.

B.4.3 Password Policy
To improve the security of our network a new password policy will be enforced beginning August 14, 2006. The criteria for the new passwords are:
- Length must be at least 8 characters
- Password complexity is required
- Password history of 1 with a minimum password age of 3 days.
For password complexity your password must use three of the following types of characters
- Uppercase character
- Lowercase character
- number
- symbol/punctuation
For the password history and minimum password age, this is to ensure that when you change your password you can not use your current password and you cannot change your password back to what it previously was immediately after changing it.
For all other users, passwords are set to expire in 1 year, i.e., you will be required to change your password once a year.

B.4.4 Logging Off
Once you are done with your session you need to log out. Press CTRL–ALT–DEL and click Log off or go to the Start menu and select Log Off.

B.4.5 Printing
By default, all network printers should automatically be set up for you when you login. To (re-)set your default printer:
- Go to the Start menu and select Printers and Faxes
- The window that comes up will list your printers. Your default printer is denoted with a check-mark.
- To set the default printer, right-click on the printer you wish to make your default.
- From the drop-down menu that appears, select Set as Default Printer
Please note: whenever you login to a lab computer, your default printer is set to that printer in that lab.

B.4.6 Saving Files
Save everything to the Z: drive or removable media (floppy, USB drive, etc.)
Appendix C

Lab Attendant Information

C.1 Getting Started

Once accepted for a lab attendant you will need to provide Lori Mueller and Rex Dieter a schedule of available hours. We require that you provide \( N + 8 \) hours, where \( N \) = hours you want to work. This allows us greater flexibility in scheduling shifts, giving you the chance to have a more convenient schedule.

You will also need to provide an email address to Rex Dieter so you can be subscribed to the attendants@math.unl.edu mailing list. You will need to check this account often as this is the primary method of sending announcements.

Once accepted as a lab attendant you will also need to see Tom Danaher in AvH 207. He will handle your paperwork so you can get paid and inform you of the policies for the time sheets.

You will also be required to attend a orientation session for lab attendants on the first day of the semester. This will typically take place in the late afternoon in the Mathlab (AvH 18).

C.2 Duties & Responsibilities

First and foremost: Offer assistance and help. This requires you to go and walk around the lab and ask students if they need help, as many students will not ask for help, but take help if offered.

- It is not your job to help them with coursework.
- It is your job to help them with the basics of using software in the lab and basic system setup.
- We do not expect you to be an expert on all the software and neither should the students. We do expect you to have a basic working knowledge viz., how to call up the help files and find something helpful, basic syntax and common typos, basic usage, etc. for the following packages
  - Maple
  - Matlab
  - Microsoft Office
  - Mathematica
  - TeXnicCenter
  - Geometer’s Sketchpad

Quite often there are lulls in the lab which will give you time to familiarize yourself with these packages.

- You should know how to set up printers and other basic things specific to our lab.
- Keep the lab clean and orderly. Simple things, like pushing in chairs and picking up scrap paper, logging people off that forget to do so, can easily be done as you go around the lab seeing if students need help.
Each attendant will be given a section of the lab that they are responsible for keeping clean. This includes periodic cleaning of the monitor, keyboard and dust from fans in the machine. The assignment of sections and overview on how to clean the equipment will be given at the orientation for lab attendants. Supplies are stored in the gray file cabinet.

Keeping the lab in working order. If students have problems or you notice problems with monitors or computers, use our trouble ticket reporting system http://www.math.unl.edu/support.

C.3 Useful Things

- The department computer labs are available to any student currently enrolled in a math class.
  Login to the machines is controlled via the campus wide Active Directory.
  For students that have not activated their accounts, you will need to direct them to: http://adactivation.unl.edu
  If a student says they are in a math class and can’t log in with his/her active directory account, either:
    collect the following information and call Rex Dieter or have the student see Rex Dieter in AvH 214
    send email to Rex Dieter with the following information (just in case)
      – The username
      – the class the student is taking

- FYI: The printers in the lab have paper trays that hold a ream of paper. Filling them when they run completely out will make your life easier.

- If the lab is running low on paper call Elizabeth “Liz” Yourokos. If the lab is running low on cleaning supplies notify Rex Dieter.

- We do have a door stop, but we have to be careful with it as custodial services has been told to throw them away if they find them. At the start and end of the day, the doorstop needs to be taken out of and put back in the gray file cabinet.

C.4 Attendance and Lab Closures

Please be mindful of lab attendants’ time. Just like you, they have classes to get to as well, so please show up 5 minutes before your shift so they may leave to get to their classes on time.
The lab should not be left unattended, especially if a gateway exam is in progress. If the next attendant is late and you cannot wait any longer you cannot just leave the lab. Call Rex or Ned and we will come down and watch the lab until the next attendant arrives.

The lab does not cancel regular scheduled hours unless approved by Lori Mueller or Rex Dieter.
There is one exception: If UNL is closed or closes early due to inclement weather or a student holiday, it is implied the lab will close when the UNL does.
If you are unable to work your shift please email the attendants mailing list attendants@math.unl.edu to find another lab attendant that is willing to cover your shift. A day before the shift you are unable to work: you must notify Lori Mueller and Rex Dieter as to if the shift is covered and by whom or if you are unable to find a substitute.

C.5 Gateway Exams

We have a special account called math-gateway for students to login to the machines. This account should be set to automatically launch the gateway exam page and print to the Mathlab printers by default.
Only the lab attendants should know the password for this account. If you suspect students know it, notify Rex Dieter and a new password will be set and mailed to the attendants mailing list.
Something that has been found useful is to login a handful of machines to the math-gateway account at the start of the day and leave them logged in for the remainder of the day when the lab attendant to close the lab will log them off.

In addition to logging in students to the math-gateway account to take the exam, you will also serve as a proctor for the exam. Rex Dieter will provide you with an username and password to allow students to have exams graded.

For proctoring the exams we have the basic guidelines

- Calculators—Some exams allow them others do not. It is up to you to be aware of which one is which. This is noted on the main exam page.
- ID—Make sure you have verified who the student claims to be.
- Cheating—Keep an eye out for cheating: using a calculator when not permitted, using a book or notes. But unless you catch them red handed, the benefit of the doubt should be given and the exam graded.
C.6 Who to Contact

For most anything call or see Else try Or Or
Rex Dieter Ned Hummel Lori Mueller Tom Shores
rdieter1@unl.edu nhummel2@unl.edu lmueller2@unl.edu tshores1@unl.edu
472-9747 472-9747 472-4319 472-7233
AvH 214 AvH 214 AvH 210 AvH 229

Table C.1: Contact Information

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rex’s Home Phone</td>
<td>402–861–1958</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ned’s Cell/Home Phone</td>
<td>402–202–4166</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rex’s Cell Phone</td>
<td>402–301–6547</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tom Shores’ Home Phone</td>
<td>402–489–0560</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table C.2: Emergency Contact Information