

Managing Your Student Computer Account

Introduction

All students automatically get a computer account created when you register. You may use the student computer labs in Reid 302, 303, 304, 305, 306, Roberts 109, 110, 111, Wilson 2-185, Cheever 121, Linfield 232, Leon Johnson 228, Renne Library 217 and 317, and various computers in the Strand Union Building. **Your computer account username and password may be different than your MyMSU username and password.**

User Support Associates (USA's)

USAs are student employees whose duties include providing assistance to other students and staff in the computer labs. USA's are available to assist you in Reid 306, Reid 304 and Roberts 110. Do not hesitate to ask them for help.

Student Account Configuration

This student account configuration page can be used to:

- Get your initial login information
- Find your existing username and change your password

1. In the Windows Logon window, type **newstudent** in the **User name** textbox and then click on **[OK]**.



2. If you're a new student, log on to MyInfo and computer lab username and password are located under the [Announcing MyMSU Portal](#) link.

3. If you're a returning student and forgotten your username and password, click the [Forgot your user name and password](#) link at the bottom of the screen.

(over) 

Your Z Drive

Registered students are allocated their own personal share on a network server. This means every student is allowed up to 50 MB of disk space on a server. Once you are logged in, your personal share is mapped to your 'Z' drive which you can access by double clicking on "My Computer" and locating the drive labeled "**your username (Z:)**". You can save your work to this account and only you have access to it from any student computer lab. This is the most secure way to save and we highly recommend that you take full advantage of it.

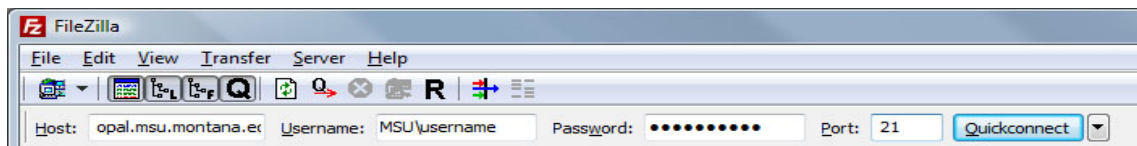
Accessing your Z drive from off campus:

Internet Explorer Users:

Open Internet Explorer. In the address bar type "**ftp://opal.msu.montana.edu/**" and hit [Enter]. A dialog box will come up and ask for username and password. Type "**MSU\username**", for example MSU\iruser. Then enter your password. Then browse to the folder that is the first letter of your username, for example if you are iruser then you would browse to the folder "I". Then browse to the folder for your username, for example if you are iruser there would be a folder in the "I" folder named "iruser", that folder is your Z drive. You can then view documents or transfer files between your Z drive and your local machine.

Firefox and Mac Users:

Download Filezilla (<http://filezilla-project.org/>) and Install the program. Run Filezilla and at the top of the screen will look something like this.



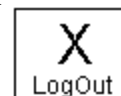
You will have to type in your own Host (opal.msu.montana.edu) , Username and password. You must have MSU\ before your username. Then you will be able to look through the files and find your folder through the above directions in Internet Explorer one.

Your MyMSU Portal and Email Account

Your new email address is "**username@myportal.montana.edu**" Where *username* is your **myportal** username (Which may be different from your student computer labs username). To access your email, go to **https://myportal.montana.edu** and enter your username and password. In the student computer labs, there is a shortcut to the MyMSU Portal on the Desktop. When you log on to the portal click the "Email" icon in the upper right hand corner.

Getting Help With Email

To get help with your email account, click on the help tab in your MyMSU Portal page. You can also request assistance from the USA on duty or by calling the help desk at 994-1777.



Your Web Site

Each student is given their own personal web space located at "**http://studentweb.montana.edu/username/**" where *username* is your **student computer labs username**. To access this, simply place your web files under the folder titled 'web' located in your Z drive.

Logging Off Your Computer

IMPORTANT: ALWAYS LOG OFF WHEN YOU ARE DONE

Never leave your account opened by leaving your computer logged on.

You can log off by using any of these methods.

- Click on the log off icon on the desktop.
- Press the [Ctrl] [Alt] [Delete] keys simultaneously and select **L**og Off.
- Click [Start] in the lower left hand corner and select **L**og Off “Username”.