Welcome to Colorado College!

ITS: endeavors to enhance your conference by providing any technological resources you may use during your stay (internet connection, projectors, printers, computer labs, etc.).

We charge a modest lab fee to support the technology resources you use as detailed in the lab agreement page (if you don’t need a teaching lab, then you do not need to pay a fee). Please check the lab agreement for more information, including an important checklist of items we will need from you to prepare the lab for your use. The following pages in this guide will give some basic information about what is available, both hardware and software, in our labs.

**Connecting to the Internet**

- Start by joining your computer or device to the open WiOfTheTiger wireless network.

- Once joined to WOTT, open any web browser and you should be automatically directed to a registration page. The page will ask for a username and password, which you don’t yet have.

- Above the username and password boxes, you’ll see a link to create a guest account – click and follow the steps to create your account. You’ll get a text at your mobile number (and an email) with the username and password.

- Go back to the first page and enter this username and password. This one-time process will register your computer on the network for 30 days.

A username and password will automatically be created for your conference to use for logging in to on-campus computers.

Using technology resources at CC is contingent on your understanding of our acceptable use policy: [https://www.coloradocollege.edu/basics/welcome/leadership/policies/acceptable-use-of-information-technology-resources-policy](https://www.coloradocollege.edu/basics/welcome/leadership/policies/acceptable-use-of-information-technology-resources-policy); and our network connection policy: [https://www.coloradocollege.edu/basics/welcome/leadership/policies/network-connection-policy](https://www.coloradocollege.edu/basics/welcome/leadership/policies/network-connection-policy)

~ Colorado College ITS:
Help Desk located in Tutt Library basement
[http://www.coloradocollege.edu/its](http://www.coloradocollege.edu/its)
Open Monday - Friday, 8:00 to 6:00
Software Package A: (Barnes PC, Palmer 2) – Windows 7

- Microsoft Office 2010
- Word
- Excel
- Access
- PowerPoint
- OneNote
- Publisher
- Mathematica
- Matlab
- Minitab

- SPSS
- Nvivo
- ArcGIS
- BlueJ
- CLEA
- Audacity
- Stella (Barnes only)
- jEdit
- JDK
- MiKTeX

- NetBeans
- R
- Texmaker
- VLC
- Gimp
- Chrome, Firefox, IE
- ChemBioDraw

Software Package B: (Keck Mac) – OS X

- Microsoft Office 20011
- MS Word
- MS Excel
- MS Power Point
- Safari, Chrome, Firefox
- Audacity
- VLC

- iMovie
- GarageBand
- iPhoto
- GIMP
- PDF SAM
- Skype

- Adobe Digital Editions
- Burn
- FileZilla
- Read & Write Gold
- TextWrangler

Software Package C: (Loomis, Mathias, Slocum & TLC1) – Windows Server

- MS Office
  - Word
  - Excel
  - Access
  - PowerPoint
  - OneNote
  - Publisher

- Firefox
  - Internet Explorer

This page contains basic information about Colorado College lab facilities available for reservation during your time here. If you have any questions, please contact your conference liaison.* Please note that the software packages often change, and this information may not be current. Most changes will be updates and additions to the current list. If you need other software installed, please contact weston.taylor@coloradocollege.edu at least four weeks in advance.
Barnes PC (26 Computers, built-in projection system, interactive whiteboard, Software Package A) – Wheelchair Accessible

- Location: Barnes Science Center, room 203 – available by reservation.
- Specs: 3.6 GHz i7 Processor with 16 GB RAM
- Printer/Scanner: Xerox WorkCentre
- Other: DVD Multi-rewriteable Drives

Keck Mac (26 Computers, built-in projection system, Smart Board interactive whiteboard, Software Package B) – Wheelchair Accessible

- Location: Armstrong Hall, room 303 – available by reservation.
- Specs: Intel Core i5 Processor with 4 GB RAM
- Printer/Scanner: Xerox WorkCentre
- Other: “Super Drives” (Read and Write both CDs and DVDs)
- Audio: Headsets with microphones

Palmer 2 (23 Computers, built-in projection system, Software Package A)

- Location: Palmer Hall, room 2 – available by reservation.
- Specs: 3.06 GHz dual-core Processor with 4 GB RAM
- Printer: HP Laserjet 4350dtm Scanner: Epson Expression
- Other: DVD Drives

TLC 1 (19 Computers, built-in projection system)

- Location: South Basement in Tutt Library – available by reservation.
- Specs: 2.9 GHz Dual Core Processor with 2 GB RAM
- Printer: HP Laserjet 4050 Scanner: <None>
- Other: DVD/CD-RW Drives

Loomis (4 “Thin Client” network terminals, Software Package C) – Wheelchair Accessible

- Location: 1st floor of Loomis Hall – available 24/7.
- Specs: Network Terminals, 2 basic Mac Minis, 2 basic Windows PCs
- Printer: HP Laserjet

Mathias (3 “Thin Client” network terminals, Software Package C) – Wheelchair Accessible

- Location: 1st floor of Mathias Hall – available 24/7.
- Specs: Network Terminals
- Printer: HP Laserjet

Slocum (4 “Thin Client” network terminals, Software Package C)

- Location: 1st floor of Slocum Hall – available 24/7.
- Specs: Network Terminals
- Printer: HP Laserjet
Attachment “B”
2016 Lab Agreement
Please return with contract

Colorado College Information Management endeavors to enhance your conference by making available and helping with any technological resources you may use during your stay (internet connection, projectors, printers, computer labs, etc.)

We have a variety of different computer labs, ranging from a few kiosks that your conference can use to check email and other web-based resources to fully-featured training labs (see the planning guide for specifics). Using the kiosks is free, though we do have a charge for using the teaching labs – we use the money to maintain and improve the facilities.

Teaching Lab Fee (Barnes PC, Keck Mac, Palmer 2 PC, TLC 1 PC)

I have requested in the initial agreement one or more teaching computer lab(s), and agree to pay a fee of $250 per lab, in addition to the following options (please mark below which you choose):

___ Attendant during your use of the lab ($20/hour)
___ After hours use ($10 per day outside of 8:30 – 5:00, M-F)
___ Software installation ($50/package)

I will provide the following for each software package that needs to be installed in preparation for my conference at least four (4) weeks in advance of the group’s arrival:

___ Media and license keys (if necessary) to install
___ Instructions, if any
___ Contact information for lecturer/teacher if we have questions and to test software two weeks before scheduled use

Name:____________________ Email:__________________________
Phone:___________________

___ Preferred or required platform (PC or Mac)
___ On how many computers we should install the software

___ A late fee of $250 will be charged if any of these items are not turned in on time.

Total lab fee for this conference: $__________________________

__________________________  __________________________
Conference Director               Date