

**RICHARD BLAND COLLEGE**  
**Information Technology Services**  
**MEMO**

TO: New Microcomputer User

FROM: Dorothy Edwards  
Director of Information Technology Services

SUBJECT: Microcomputer Policies

Please visit these pages to review the official computer policies which apply to employees of Richard Bland College:

**Acceptable Use Computer Policy:**  
<http://www.rbc.edu/ITS/acceptableusepolicy.pdf>

**Copyright and Software Use Policy:**  
<http://www.rbc.edu/ITS/copyrightpolicy.pdf>

**Email Policy:**  
<http://www.rbc.edu/ITS/emailpolicy.pdf>

**Web Server and Course Management System Policy:**  
<http://www.rbc.edu/ITS/webserverpolicy.pdf>

**Employee Computer Policy:**  
<http://www.rbc.edu/ITS/empusepolicy.pdf>

These have been recommended by the IT Planning Committee and approved by the president of the college. These policies are also on the Internet: [www.rbc.edu](http://www.rbc.edu) and the ITS homepage: <http://www.rbc.edu/ITS/index.htm> . We ask that all personal computer users read these policies and be guided by their contents. If you have any questions regarding any of these policies then please see me or a member of my staff.

Please remember that, under guidelines issued by Governor Allen, playing games on this PC, or even storing computer games on the hard drive, is expressly forbidden. Also, we are required to inform you that the General Assembly requires each agency to notify its employees of a 1996 law prohibiting use of State-owned or leased computer equipment to access files, materials or services with sexually explicit content.

Good luck and enjoy your new personal computing tool!

I acknowledge receipt of these Richard Bland College Microcomputer Policies and agree to abide by these policies. I acknowledge receipt of this legislation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Please sign and return this memo and the email account application to Information Technology Services located in Statesmen Hall.***



**Richard Bland College**  
Of The College of William & Mary  
**Faculty and Staff Campus Email Account**  
**Application**



Full Name- Last name, First name, Middle name: (Print NEATLY in PEN ONLY)			Phone #:
Social Security #: (Only last four digits)	Birth date: (mm/dd/yyyy)	Campus Email ID <sub>1</sub> : (See 1 Below)	Semester/Year:
Home Address:			
This is a: (check only one) <input type="checkbox"/> New Account <input type="checkbox"/> Renewal <input type="checkbox"/> Renewal but I do not know my old password.		If you have had a Richard Bland College email account in the past, list approximate month and year you last accessed that account:  I request use of the following <b>8-digit</b> password <sub>2</sub> :	
As an applicant for a Campus Email account through the Richard Bland College Computer Network, I affirm that: 1. I have read and signed the Microcomputer Policy memo, and agree to conform to all the policies listed therein. 2. I agree to abide by all of the regulations and rules in the Handbook that pertains to me: a. Adjunct Faculty: <a href="http://www.rbc.edu/Faculty/Adjunct_Faculty_Handbook.pdf">http://www.rbc.edu/Faculty/Adjunct_Faculty_Handbook.pdf</a> b. Faculty: <a href="http://www.rbc.edu/Faculty/fac-handbook.pdf">http://www.rbc.edu/Faculty/fac-handbook.pdf</a> c. Staff: <a href="http://www.rbc.edu/HR_NEW/handbooks.htm">http://www.rbc.edu/HR_NEW/handbooks.htm</a> 3. I understand that when I accept a Campus Email ID and password that I will be responsible for the integrity and security of that ID and password.			
Signature of Applicant:			Date:
<b>Allow 1-3 days for processing. Incomplete forms cannot be processed.</b> <b>Please return this form along with the Microcomputer Policies memo to Information Technology Services located in Statesmen Hall.</b> <b>Keep a copy for your records.</b>			
Office Use Only Date			Date:
Received by:			
RBC Information Technology Services (804) 862-6401 <input type="checkbox"/> Banner <input type="checkbox"/> SMTP			
Completed by ITS Technician:			

**1**First Initial of First Name followed by Last Name. Ex: Campus Email ID for Mary E. Janosky is **mjanosky** and Campus Email address is **mjanosky@rbc.edu**.

**2**If a password is not requested then a password will be set and you will need to contact ITS for the password: <http://www.rbc.edu/ITS/contact.htm>.

**It's time for Security Awareness Training!** *We have decided to use a different format and have decided to post the material on the RBC Blackboard (Bb) server.*

**Just to note:**

You are **entered** in Bb with your **first name** and **last** and with your **RBC email address**. Your **username** is your **first initial followed by your last name**. Your **password** will be **set to the same password** you have **chosen** on your **RBC Email Account application**. However, if you **did not request a password** then a **password will be set** and you will need to **contact ITS for the password**: <http://www.rbc.edu/ITS/contact.htm> .

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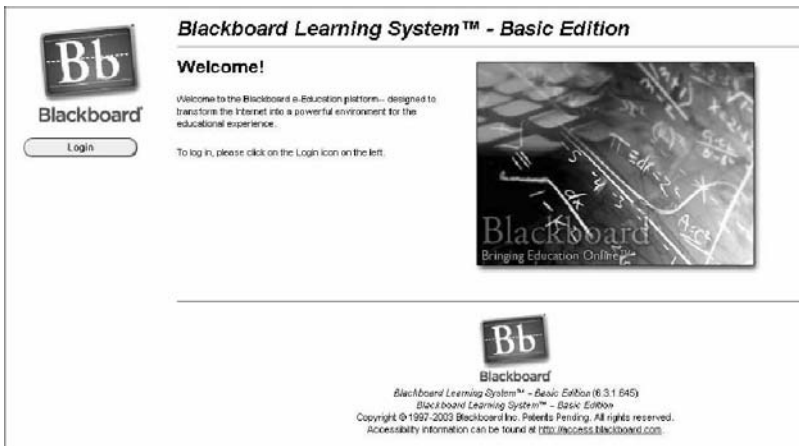
**Here is how to begin:**

1. You will want to either **click** this **link** or **type it into your browser**: <http://www.rbc.edu/ITS/Blackboard/Bbwebpage.htm> .
2. The **link** you just **clicked** is the **RBC Bb homepage** that can be **accessed** from [www.rbc.edu](http://www.rbc.edu) by **clicking** on **Blackboard** (*in the first column*). **Click** the **link** [Click here to access Blackboard](#).



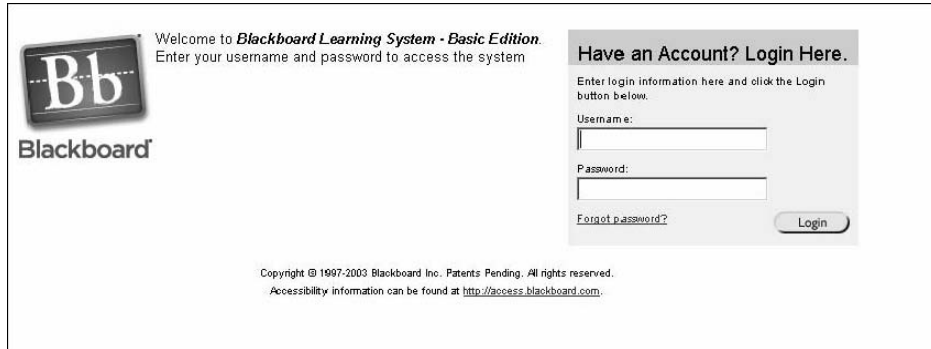
The screenshot shows a welcome page for Richard Bland College's Blackboard. On the left, there is a logo for RBC featuring a teapot. Below the logo is a link that says "Click image to go to RBC Home Page." Underneath are links for "Email", "User ID/Password", and "Support". The main heading reads "Welcome to Richard Bland College's Blackboard!". The text explains that Blackboard is a course management system implemented in the Fall of 2001 and provides information on where to find brochures. A large button says "Click here to access Blackboard". At the bottom, there is a link for "Bb Feedback" and a page update date of "06/11/04".

3. **Click the Login** button.

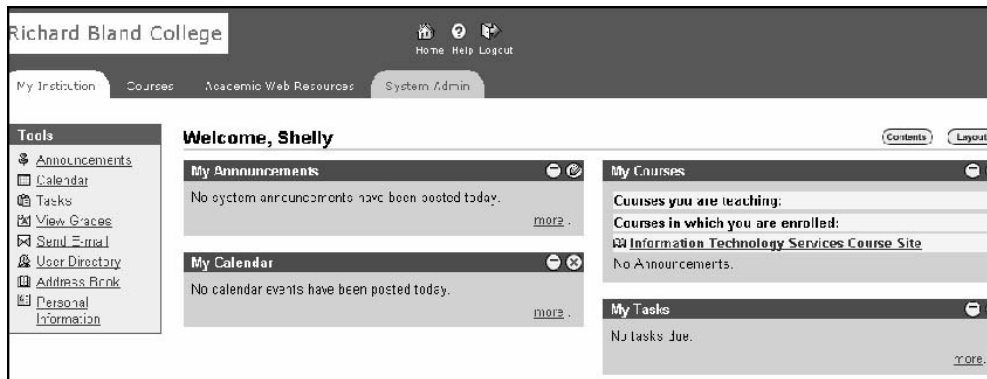


The screenshot shows the Blackboard Learning System login page. The heading is "Blackboard Learning System™ - Basic Edition". On the left is the Blackboard logo and a "Login" button. The main text says "Welcome!" and "Welcome to the Blackboard e-Education platform... designed to transform the Internet into a powerful environment for the educational experience." Below this is a note: "To log in, please click on the Login icon on the left." To the right is a graphic with mathematical formulas and the Blackboard logo. At the bottom, there is a footer with the Blackboard logo and copyright information: "Blackboard Learning System™ - Basic Edition (6.3.1.645) Blackboard Learning System™ - Basic Edition Copyright © 1997-2002 Blackboard Inc. Patents Pending. All rights reserved. Accessibility information can be found at <http://www.blackboard.com>."

4. Enter your **username** and **password** then click the **Login** button.



5. **Welcome to Bb!** Under **My Courses**, click the **link for Information Technology Services Course Site**.



6. **Welcome to the Information Technology Services Course Site!** Please read the **announcement** posted to get started.

