

**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 Computer Use Policy:**

<http://www.rbc.edu/PDFS/acceptablecomputerusepolicy.pdf>

**Copyright and Software Use Policy:**

<http://www.rbc.edu/PDFS/copyrightpolicy.pdf>

**Email Policy:**

<http://www.rbc.edu/PDFS/emailpolicy.pdf>

**Web Server and Course Management System Policy:**

<http://www.rbc.edu/PDFS/webserverpolicy.pdf>

**Employee Computer Policy:**

<http://www.rbc.edu/PDFS/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.html>. 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 ID1: (See 1 Below)	Semester/Year:
Home Address:			
This is a: (check only one)		If you have had a Richard Bland College email account in the past, list approximate month and year you last accessed that account:	
<input type="checkbox"/> New Account		I request use of the following <b>8-digit</b> password2:	
<input type="checkbox"/> Renewal			
<input type="checkbox"/> Renewal but I do not know my old password.			
As an applicant for a Campus Email account through the Richard Bland College Computer Network, I affirm that:			
<ol style="list-style-type: none"> <li>1. I have read and signed the Microcomputer Policy memo, and agree to conform to all the policies listed therein.</li> <li>2. I agree to abide by all of the regulations and rules in the Handbook that pertains to me: <ol style="list-style-type: none"> <li>a. Adjunct Faculty: <a href="http://www.rbc.edu/Faculty/Adjunct_Faculty_Handbook.pdf">http://www.rbc.edu/Faculty/Adjunct_Faculty_Handbook.pdf</a></li> <li>b. Faculty: <a href="http://www.rbc.edu/Faculty/fac-handbook.pdf">http://www.rbc.edu/Faculty/fac-handbook.pdf</a></li> <li>c. Staff: <a href="http://www.rbc.edu/HR_NEW/handbooks.htm">http://www.rbc.edu/HR_NEW/handbooks.htm</a></li> </ol> </li> <li>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.</li> </ol>			
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</b> <b>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**Passwords must be 8-digits, combination of letters (upper and lower), numbers and at least one symbol. If the password does not meet requirements or is not requested then ITS will set a password for you and you will need to contact the ITS Help Desk for the password: (804) 862-6401.

RBC Faculty/Staff Accounts can be accessed via the web- <http://www.rbc.edu/>. Click on the link for Faculty/Staff and then Faculty Services or click on the link for IT Services and then click on Faculty/Staff Email under FAQs.

## It's time for Security Awareness Training!

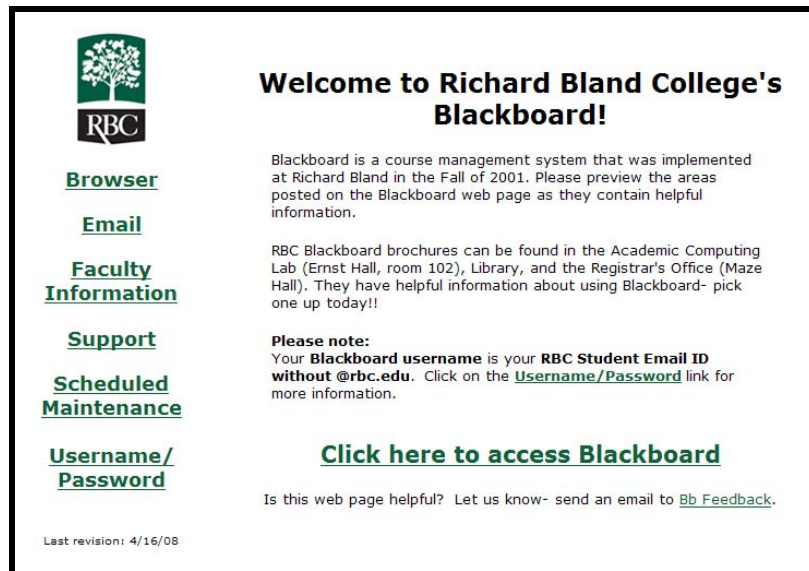
### Just to note:

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 the **password did not meet requirements or was not requested** then **ITS will set a password for you** and you will need to **contact the ITS Help Desk for the password: (804) 862-6401**.

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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). **Click** the **link** [Click here to access Blackboard](#).



**Welcome to Richard Bland College's Blackboard!**

Blackboard is a course management system that was implemented at Richard Bland in the Fall of 2001. Please preview the areas posted on the Blackboard web page as they contain helpful information.

RBC Blackboard brochures can be found in the Academic Computing Lab (Ernst Hall, room 102), Library, and the Registrar's Office (Maze Hall). They have helpful information about using Blackboard- pick one up today!!

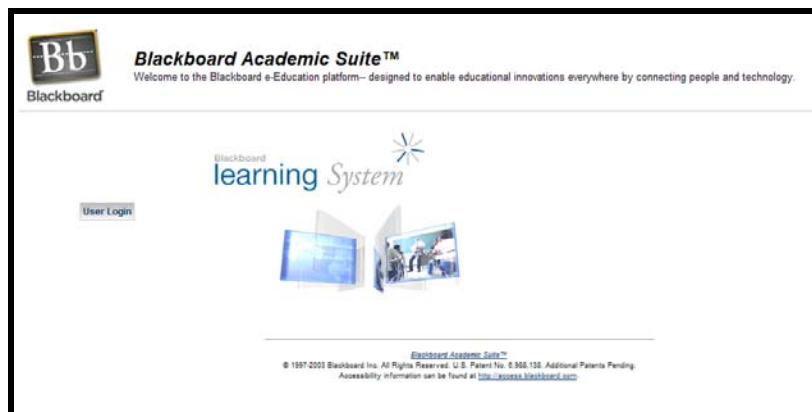
**Please note:**  
Your **Blackboard username** is your **RBC Student Email ID without @rbc.edu**. Click on the [Username/Password](#) link for more information.

[Click here to access Blackboard](#)

Is this web page helpful? Let us know- send an email to [Bb Feedback](#).

Last revision: 4/16/08

3. **Click** the **User Login** button.



**Bb**  
Blackboard

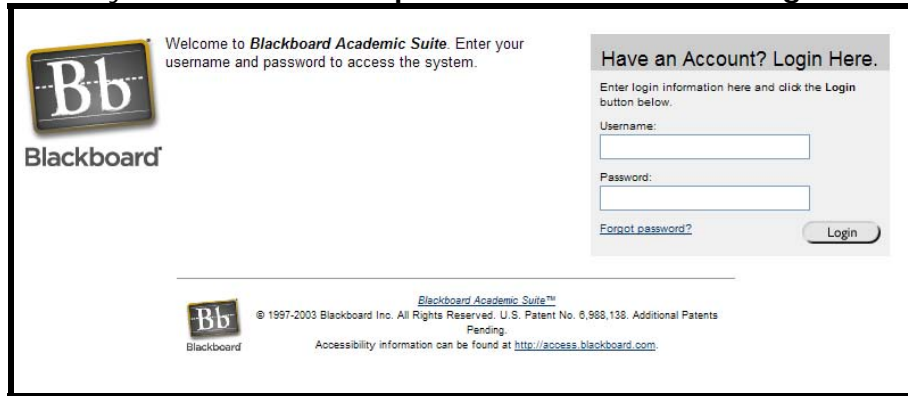
**Blackboard Academic Suite™**  
Welcome to the Blackboard e-Education platform- designed to enable educational innovations everywhere by connecting people and technology.

Blackboard  
**learning System**

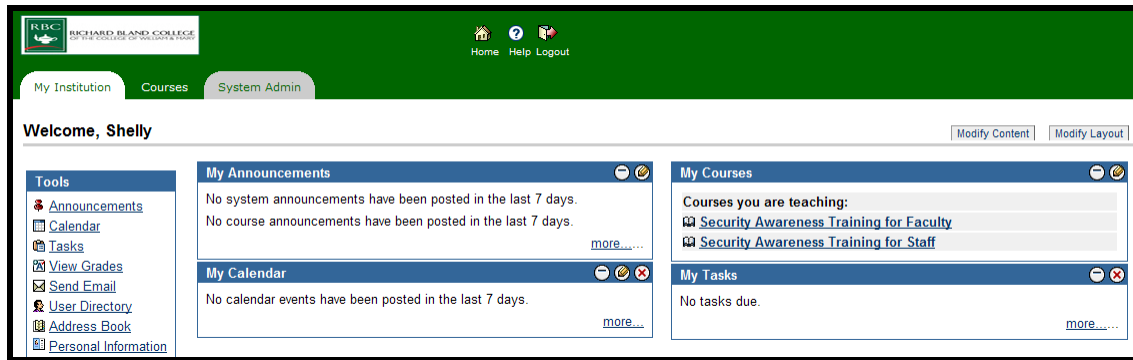
User Login

Blackboard Academic Suite™  
© 1997-2001 Blackboard Inc. All Rights Reserved. U.S. Patent No. 6,959,135. Additional Patents Pending.  
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 Security Awareness Training.



6. Welcome to the Security Awareness Training! Please read the announcement posted to get started.

