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## Getting Started Using SOAS Computers

### Your Computer Account

**Username:**

*<the 6-digit number on your student ID>*

*<for Language students L or F should precede the 5-digit number>*

**Password (temporary):** *<your date of birth>*

(Date format: **dd-Mmm-yy** e.g. **09-Aug-90**. The first letter of the month is in uppercase). You should change your password as soon as possible.



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### Changing your password

Once you have logged onto the network, you can use the following link

<http://inet.soas.ac.uk/change-password> to change your password. You will be asked to set up some questions so that you can log in when you forget your password. Password should be 8 characters or more, use a combination of uppercase, lowercase and numbers and avoid symbols such as, “, ., @, : , ’ etc.

### E-mail

Your student ID is also your email address (e.g. **123456@soas.ac.uk**). You can access your email at <http://mail.soas.ac.uk>.

Logging in to SOAS PCs or applications requires a username, your six-digit code student number (for Language students this is preceded by the letter L) or e-mail address, however, the password is the same.



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### Internet and Wi-Fi

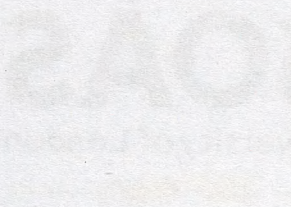
Internet access is available on all PCs. You can connect your laptop and mobile devices using the **Eduroam Wi-Fi network**. Use your SOAS login details to connect (e-mail address as your username e.g. [123456@soas.ac.uk](mailto:123456@soas.ac.uk) and password). Once you have used the wireless network at SOAS, you can use it at other academic institutions that use the Eduroam network.

### Computer Labs

Lab	Location	Opening Hours
Library	Reading Room (Level D) Level E L82 (Level F)	Library opening hours



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University of London

— 100 Years —

G50 Computer Lab/ Teaching Room	Ground floor, Main Building	Outside teaching hours; check timetable on the door
RB01	Lower ground, East Block	College Building opening hours
Learning Lab	Senate House North Block, S219	Building opening hours



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## Printing

SOAS operates a 'follow me' printing system, which means that you can log onto any printer on the campus and Print your documents. Upon enrolment, all SOAS students are given credit in their accounts.

Undergraduates receive £7.50, equivalent to 150 black and white A4 sheets.

Postgraduates receive £12.50

Research students receive £20.

Once you have used your credits, you can top up your account using one of the top up stations (outside the Library, on Level E in the Library, or in the lower level of SHNB).

It is important that you should top up to the required amount, **(any remaining balance is not refundable)** when your course ends.



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You can print from your laptop using Mobile Print ([mobileprint@soas.ac.uk](mailto:mobileprint@soas.ac.uk)). See Printing and Copying web pages for details on <http://www.soas.ac.uk/itsupport/printing/>.

### Scanning

You can use the printer/photocopying machines to scan your document/s. After you have logged-in to the machine, select the **E-mail** option on the display screen. Your scanned document/s will be sent to your SOAS e-mail address. Please note that you cannot scan to USB keys on these machines. Standalone scanners are also available in the Library on Level E.

### Support

The IT Service Desk is located in Library Reception area (Level E). Details of all IT service



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information are available at <https://www.soas.ac.uk/itsupport/>. Opening hours are as follows:

During Terms 1 - 3	During Vacation
Mondays – Fridays: 9am – 7pm	Mondays – Fridays: 9am – 5pm
Saturdays: 11pm – 16:00pm	Saturdays: 11pm – 16:00pm

### Conditions of Use

The SOAS IT resources are available to assist you with your work. The use of the computer system in SOAS is governed by the



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“SOAS IT Policy”

(<http://www.soas.ac.uk/lis/policies/itpolicy/>).

Violation of the code of practice could lead to disciplinary actions (including withdrawal of services).

### **Free Office/Software Downloads**

SOAS students can **download Office applications and a selection of software free of charge** from our website. For details and information about all available software downloads, see the Library and Information Services (LIS) web pages at <https://mysoas.sharepoint.com/sites/student/Pages/home.aspx>.



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### **Student Information Desk**

Student information Desk (SID) is the first point of contact for Student Advice, Support, Fees, Scholarships, Exams, Graduation, Faculties and more. You can access it using your SOAS student reference number and password.

[\(https://www.soas.ac.uk/sid/\)](https://www.soas.ac.uk/sid/)

### **MySOAS Student Intranet**

MySOAS Student site also provides information on BLE/Moodle (virtual learning), Timetable, SOAS Online Student Services, Term Dates, Careers, Student Life and more. Log in to MySOAS Student intranet using your SOAS email address and password.

<https://www.soas.ac.uk/studentintranet/> or  
<https://mysoas.sharepoint.com/sites/student/Pages/home.aspx>



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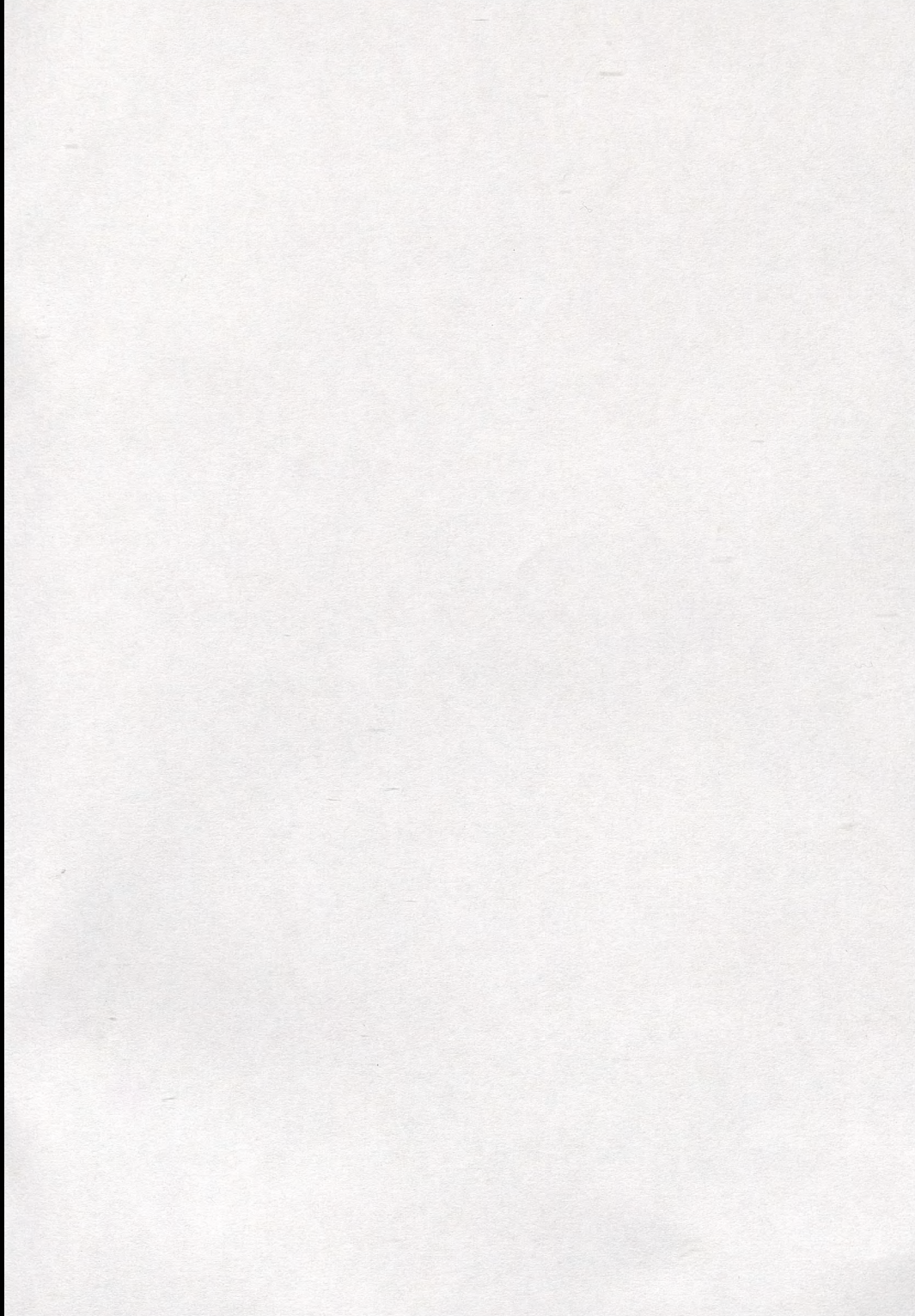
### **Contact and Follow Us**

*Email: [itservicedesk@soas.ac.uk](mailto:itservicedesk@soas.ac.uk)*

*Follow us on Twitter: [@soasservicedesk](https://twitter.com/soasservicedesk)*



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