On behalf of the Educational Technology Center for the School of Pharmacy and Pharmaceutical Sciences (SOPPS), we welcome you. Listed below are some important links and contact information.

**Important Links:**
- Getting Started: [http://www.pharm.buffalo.edu/usefullinks.shtml](http://www.pharm.buffalo.edu/usefullinks.shtml)
- Tech Support: [http://www.pharm.buffalo.edu](http://www.pharm.buffalo.edu) or email: pharm-repair@www.pharm.buffalo.edu
- SOPPS: [http://pharmacy.buffalo.edu](http://pharmacy.buffalo.edu)
- CIT Alert: [http://wings.buffalo.edu/computing/alerts/](http://wings.buffalo.edu/computing/alerts/)
- Faculty Lookup page: [http://ldap.buffalo.edu](http://ldap.buffalo.edu)

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How do I log on?

Press Ctrl-Alt/Delete to begin the login process.

Enter your username and default password.

PLEASE NOTE: Make sure the “Log on to:” reads either “RX-NT” or RXVIRAL” (depends on your department).
How do I change my password?

Press Ctrl-Alt/Delete after login to computer. Now click Change Password.

Type in your old password, and then enter and re-enter your new password. Please remember that your new password should be least 8 characters in length, which MUST include 1 numeric and 1 special character (’~!@#$%^&*()_+-=}{|\:;'<>?.,/).
Where do I store my files?

After you login to the network, you will automatically be given a home directory on the server. Your files, in this directory, will be backed each night. Right click “My Computer” and select “Explore”.

Notice that your username\home will be mapped as drive H. When you open and save documents, H is set as your default. This space is to be used for work related materials.

NOTE: Files placed on your H drive are for “your eyes” only. This is a private and secure area.
How and where do I print?

Click the Start menu -> Settings -> Printers and you will see a list of available printers for you to print to.
Important Online Resources

Double click on Internet Explorer, and select the Favorites tab. You will see a list of websites set as default. Click on the link that says Educational Technology Center.

Now, click on the link that says Useful Links.
All of the links you would possibly need for getting started, are just a click away.
How do I request repair/equipment/course work?

Click on the Service Form link off of http://www.pharm.buffalo.edu. Then fill out the form completely and accurately like the example below.

Your request will be processed in a timely manor.

PLEASE NOTE: Requests may also be sent via email to: pharm-repair@www.pharm.buffalo.edu.